

Chief of Naval Personnel		
Process Name: Separations		
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Document Owner: Wayne Ross, SUPV Management Analyst, PERS-211, Standards and Metrics Division	Approval: Navy Pay and Personnel Support Center (NPPSC)	Revision Date: 16 August 2019

PURPOSE

The purpose of this Standard Operating Procedure (SOP) is to provide a common process for Customer Commands and Personnel Support Detachments (PSDs) to follow during management and administration of separating Service Members.

Requirements for the following SOP Roles are identified in this SOP:

- PSD/Personnel Office Clerk: The role of 'CLERK' as used in this SOP refers to a civilian Clerk, a contractor, or a Personnel Specialist authorized to *create* NSIPS transactions.
- PSD/Personnel Office Supervisor: The role of 'SUPERVISOR' refers to a civilian MILPERS or MILPAY Supervisor/Lead/Auditor or a senior Personnel Specialist who is normally designated as a PSD's, Aircraft Carrier's or other non-PSD supported unit's person authorized to *release* NSIPS transactions.
- Note: "If the designated supervisor is not a MILPAY lead/auditor, then a PSD Deputy Disbursing Officer (DDO), or shipboard senior Personnel Specialist, or other senior designated pay/personnel service representative properly authorized will be required to audit NSIPS transactions and supporting documentation impacting military pay PRIOR to releasing them, so as to ensure accurate and correct DJMS information is transmitted for inclusion into the Master Military Pay Accounts (MMPAs)."
- Command Leadership: CO/XO/CMC and key representatives (on large afloat command may include DHs, Dept LCPO, DIVOs, LCPOs, LPOs depending on organizational structure of the command).

- Command Career Counselor: CCC and Dept/Div personnel who perform career counseling as a collateral duty. Additionally, for this SOP, CCC role may encompass responsibilities of Designated Command Transition Counselor.
- Command Pay and Personnel Administrator (CPPA): Serves as the primary customer service link between command members and the supporting PSD or Functional Service Center (FSC). Duties and responsibilities are defined in MPM 1000-021. The term CPPA identifies personnel assigned the Navy Enlisted Classification (NEC) code of A16A, but for the purposes of this SOP may include Dept/Div Admin representatives (e.g., large afloat commands) who liaise directly with the ship's Personnel Office/PSD.

Note: Recent and future NSIPS programming releases will continue to expand CPPA roles and capabilities within NSIPS. Until such time as the new CPPA NEC code (A16A) is fully implemented, individual PSDs and FSCs may assign PSD Clerk duties and responsibilities, as identified in this SOP and consistent with expanded NSIPS capabilities, to supported command CPPAs in order to facilitate the timely and accurate processing of Service Member pay and personnel transactions. As such, CPPAs may accomplish PSD Clerk assigned steps within this SOP consistent with expanded NSIPS roles and capabilities and servicing PSD/FSC authorization.

- FFSC Staff: includes personnel at Fleet and Family Support Centers (FFSC) that support Transition GPS requirements.
- Service Member
- Deputy Disbursing Officer: DDO

Best Practices:

- Per NAVADMIN 239/18 the deployability of Sailors will be tracked by the respective AC/FTS and SELRES Deployability Assessment and Assignment Program Managers. Starting 01 October 2018, Sailors who have been non-deployable for 12 consecutive months will be notified of mandatory processing for administrative separation or referral to the Disability Evaluation System as appropriate. OPNAVINST 1300.20, Deployability Assessment and Assignment Program provides guidance on submitting requests for retention.
- PPIB 18-13 announced the utilization of eDD-214 functionality for NSIPS Web activities. This functionality allows the Separations Clerk to initiate the eDD-214 electronically within the NSIPS R&S module, and then electronically route to the member for verification to make sure all information is correct. After member's verification, the data will be transmitted to BUPERS Online (BOL) Document Services in order for the member and the Approving Official to digitally sign the document. All DD-214s initiated on or after 16 July 2018 will be processed utilizing the eDD-214 module within NSIPS. All personnel assigned to shore commands with access to NSIPS web and supported by PSD can now use this functionality when processing their separation or release from active duty. Commands supported by PSD Afloat will utilize this functionality as long as they have access to NSIPS web. NSIPS Web-Afloat implementation timeline is dependent on the ship maintenance process and projected to be available for deployment Feb 2019. Directions for using the eDD-214 functionality is posted on the NSIPS main page, beneath the Training section titled User Productivity Kit (UPK). In the UPK section, select RnS Training then DD214.
- Important Document Retention Action: IAW Department of the Navy Memo dated 29 January 2015 "Revised Document Retention Requirements to Support Department of the Navy Financial Statement Audits" PPIB 15-17, Revised Document Retention Requirements to Support the

Department of the Navy Financial Statement Audits, and NAVADMIN 66/16 Navy Audit Document Retention Guidance, financial record retention requirements are now ten years.

- If TRIM is implemented refer to BUPERSINST 5210.8 (Series) "Implementation of the Total Record Information Management Application as the Electronic Records Management Solution within the Bureau of Naval Personnel" and PPIB 17-05 and PPIB 17-11 for MILPAY Retain file electronic archiving procedures, otherwise manually archive Pay Retain for ten years.
- Important Internal Control Action: MMPA verification steps within this SOP reflect important internal control actions that cannot be over-emphasized. This applies to the entire transaction process from its initiation and authorization through the final verification of the proper processing of the transaction in summary records. These particular SOP process steps are built-in management design control activities to ensure that all transactions are properly completed and accurately recorded.
- Refer to NAVADMIN 304/17 Physical Readiness Program Policy Changes, as required. NAVADMIN announced revised Physical Readiness Program separation policies. For those members who currently have approved separation or Fleet Reserve dates as a result of the previous PFA separation policy, refer to subject NAVADMIN for updated information and guidelines.
- All Service Members separating after 1 January 2014 will be required to complete a Capstone event. Comply with requirements of NAVADMIN 187/13 regarding required attendance at a Capstone event and Career Readiness Standards (CRS) achievement and reporting criteria.
- NAVADMIN 260/16 announced the deployment of the new electronic form (eForm) DD Form 2648, Service Member Pre-Separation/Transition Counseling and Career Readiness Standards eForm for Service Members Separating, Retiring, Released From Active Duty (REFRAD). The new DD eForm 2648 replaces the current Active-Duty Pre-Separation Checklist (DD Form 2648), Transition Assistance Program (TAP) Checklist for Deactivating / Demobilizing National Guard and Reserve Service Members (DD Form 2648-1), and Service Members Individual Transition Plan Checklist (DD Form 2958) used for Transition Goals, Plans, Success (GPS). The new eForm will improve data accuracy, create efficiencies, and streamline TAP data-gathering and sharing.
- Again, for emphasis, the following form is used by Transition Counselors to document Service Member separations.
 - DD eForm 2648 - Service Member Pre-Separation / Transition Counseling and Career Readiness Standards eForm for Service Members Separating, Retiring, Released from Active Duty (REFRAD)

The following forms have been superseded by the above DD eForm 2648, and are no longer utilized to document a Service Member's separation.

- DD Form 2648 - Active Duty Pre-Separation Checklist
- DD Form 2648-1 - National Guard and Reserve Pre-Separation Checklist
- DD Form 2958 - Individual Transition Plan (ITP) Checklist
- Distribution of DD 214: The distribution of all copies of DD 214 shall be made without delay. The original and copy number 4 are to be given to the Service Member in conjunction with their release from Active Duty service and prior to final departure from their command on permissive temporary additional duty, terminal leave and associated travel. Other copies are to be distributed no later than the day following the effective date of separation (EAOS). Expedient distribution of the DD 214 will assist the ex-Service Member in obtaining benefits and will also preclude invalid unemployment compensation payments. For distribution of all copies of DD214, refer to

BUPERSINST 1900.8 series: <http://www.public.navy.mil/bupers-npc/reference/instructions/BUPERSInstructions/Pages/default.aspx>

- Refer to MPM 1070-111, as required, to ensure NSIPS/ESR data is accurate and up-to-date when generating documents for submission to OMPF. Information should be verified by commands and/or activities responsible for service record entries before Service Members separate from Active Duty or Reserve Service Members deactivate/demobilize. When NSIPS/ESR data is missing or in error, commands and servicing personnel support offices shall assist the individual Service Member's effort to resolve the issue as soon as possible.
- Comply with requirements for mandatory Service Member participation in either the current Transition Assistance Program (TAP) workshop or enhanced Transition Goals, Plans, Succeed (GPS) Program workshop described in NAVADMIN 334/12.
- Ensure Service Member attends TAP or Transition GPS class up to twelve months prior to separation, and as close to twelve months prior to separation point as practicable.
- Run Projected Loss Reports in Navy Standard Integrated Personnel System (NSIPS) weekly to identify Service Members within 6-8 months of Expiration of Active Obligated Service (EAOS); Expiration Term of Service (ETS).
- Forward Service Member a complete copy of the Separation package at least six months prior to separation. Maintain contact with the Service Member's Command, as needed, throughout the separation process.
- Verify all math computations on previously issued DD214s prior to using the information on current DD214, as prior computations are not always correct.
- Protect Personally Identifiable Information (PII)
 - Navy Personnel Records (paper and electronic) contain PII, which is protected by federal regulation.
 - PII is any information that can be used to distinguish or trace an individual's identity. Examples include, but are not limited to: name, Social Security Number (SSN), date of birth, home address, home phone number, personal email address, family data, religion, race, national origin, fingerprints, photographs, performance ratings, security clearance level, leave balances, types of leave used, financial information, and medical information.
 - Full and partial SSNs associated with a name are especially sensitive and commonly found on many service record documents. Special care should be taken to safeguard these sensitive personal elements from persons without a need to know. Note, full SSNs are required to support transaction processing.

IMPORTANT NOTE: When transferring personnel documents via email, Navy policy requires the email to be digitally signed AND encrypted. Text in the subject line is not encrypted, so do not use PII in the subject line. Failure to protect PII results in a breach, which must be reported. If the above procedures are not followed, a loss or compromise (i.e., breach) of PII may occur. Consult the breach reporting resources available on the DON CIO website: <http://www.doncio.navy.mil/ContentView.aspx?ID=610>.

Systems:

#	System	Description
1.	OMPF	<ul style="list-style-type: none">• Official Military Personnel File (OMPF) contains electronic images of documents generated throughout the career of every Officer and Enlisted Service Member, Active and Reserve, from time of entry until final separation.• OMPF - My Record View provides the ability to view, download, and print OMPF documents.• Login to OMPF via BUPERS Online (BOL) at https://www.bol.navy.mil using CAC and CAC-enabled computer.• When asked to verify PKI, choose the DoD CA-XX certificate, not the email certificate.
2.	DJMS MMPA	<ul style="list-style-type: none">• The Defense Joint Military Pay System (DJMS) Master Military Pay Account (MMPA) is a data base file that contains current and historical data pertaining to a Service Member's pay. All leave and pay activity for Active Duty Service Members is recorded in this file. The individual accounts contain current entitlements, deductions (including allotments), payments, leave balances, collections, status information, and 11 months' history. MMPA enables authorized users to monitor and verify the status of requested pay and personnel actions submitted by the PSD for processing.• MMPA Read Only View enables authorized users to verify the status of requested pay and personnel actions submitted to the PSD for processing.• Login to MMPA via the Multi-Host Internet Access Portal (MIAP) at https://miap.csd.disa.mil/portal.html using CAC and CAC-enabled computer.
3.	NSIPS/ESR	<ul style="list-style-type: none">• Navy Standard Integrated Personnel System (NSIPS) enables authorized personnel to submit pay and personnel transactions for Officer and Enlisted, Active and Reserve.• The NSIPS Electronic Service Record (ESR) provides a display of an individual's pay and personnel information.• Login to NSIPS and ESR at https://nsipsprod.nmci.navy.mil using CAC and CAC-enabled computer.• When asked to verify your PKI, choose the DoD CA-XX certificate, not the email certificate.

#	System	Description
4.	NSIPS Web Afloat/ESR Afloat	<ul style="list-style-type: none"> • NSIPS Web Afloat delivers secure pay and personnel support to users at sea. NSIPS Web Afloat provides access to data in the shipboard disconnected environment. NSIPS Web Afloat is designed to maximize use of limited bandwidth by providing afloat users with access to the Electronic Service Record (ESR) Afloat, E-Leave Afloat (to be released in the near future), and Career Information Management System (CIMS) Afloat while disconnected from the internet. To ensure data is synchronized between ship and shore, NSIPS Web Afloat replicates compressed data periodically, usually near-real-time. • Afloat users login to NSIPS Web Afloat and ESR Afloat at: https://nsipswebafloat. • CAC is not required afloat. NSIPS Web Afloat/ESR Afloat is only accessible on supported ship classes.
5.	Electronic-Submission (E-Sub)	<ul style="list-style-type: none"> • The Electronic-Submission (E-Sub) application is the system used to submit designated Officer and Enlisted record documents for inclusion into their OMPF. • The E-Sub of record documents for inclusion into the OMPF will be fully implemented through BOL and must be E-Sub compliant. • All Active Duty and Reserve personnel (less IRR) with a BOL account and a CAC-enabled computer will be able to view online the status of all documents electronically submitted or (closed out) by viewing "Official Military Personnel File (OMPF) - My Record", which is accessed via the BOL Application Menu.
6.	OPINS	<ul style="list-style-type: none"> • Officer Personnel Information System (OPINS) enables authorized users to input Service Member requests for Selective Reenlistment Bonus (SRB), Enlisted Supervisor Retention Pay (ESRP) and STAR. • Login to OPINS at https://miap.csd.disa.mil using CAC and CAC-enabled computer.
7.	CIMS	<ul style="list-style-type: none"> • Career Information Management System (CIMS) automates Career Counselor office procedures and simplifies processes supporting the command's career information program. • Using CIMS, the CCC creates and maintains Command Career Counselor records, prepares for Career Development Boards (CDBs), views Armed Services Vocational Aptitude Battery (ASVAB) scores, accesses SRB, ESRP, and retirement calculators, obtains a variety of lists and reports, and prints certificates for reenlistment and retirement. • Login to CIMS at: https://nsipsprod.nmci.navy.mil/nsipsclo/jsp/index.jsp using CAC and CAC-enabled computer. • Afloat users login to CIMS at: https://nsipswebafloat. NSIPS Web Afloat/ESR Afloat is only accessible on supported ship classes.

#	System	Description
8.	DWOWS	<ul style="list-style-type: none"> Defense Workload Operations Web System (DWOWS) is a web based tracking system used by military pay operations (MILPAYOPS) to track workload for Navy Active Duty and Reserve Service Members.
9.	TRIM	<ul style="list-style-type: none"> Total Records Information Management (TRIM) system application creates an electronic, virtual environment where electronic files can be stored, changes and versions tracked and users can quickly access what they need. Inherent functionality provides: <ul style="list-style-type: none"> Search and Retrieval Workflow and Process Automation Task/Action Tracking Access Control to Document Level Retention and Disposition/Archiving Standard and Custom Reports Audit Log/Accountability Document Collaboration Within NMCI, HP TRIM is the official records management application for the storage and management of all electronic records.
10.	TOPS	<ul style="list-style-type: none"> Transaction Online Processing System (TOPS) enables designated command personnel to communicate safely and efficiently with the supporting PSD, FSC or NOSC via the Internet. Customer commands submit, track, and receive feedback on pay and personnel related transactions. TOPS uses secure network protocol to protect Service Members' Personally Identifiable Information (PII) when transferring personnel documents used to update NSIPS. Login to TOPS at https://twms.navy.mil/TOPS using CAC and CAC-enabled computer.
11.	TOPS Afloat	<ul style="list-style-type: none"> Currently offline.

References:

ID #	Doc ID	Title
1.	OPNAVINST 1300.20 (Series)	Deployability Assessment and Assignment Program
		https://www.secnav.navy.mil/doni/default.aspx
2.	OPNAVINST 1900.2 (Series)	Transition Assistance Program (TAP)
		https://www.secnav.navy.mil/doni/default.aspx
3.	OPNAVINST 1900.4 (Series)	Separation Pay for Involuntary Separation from Active Duty
		https://www.secnav.navy.mil/doni/default.aspx
4.	SECNAVINST 1920.6 (Series)	Administrative Separation of Officers
		https://www.secnav.navy.mil/doni/default.aspx
5.	JTR	Joint Travel Regulations, Uniformed Service Members and Civilian Employees
		https://www.defensetravel.dod.mil/Docs/perdiem/JTR.pdf
6.	DoD FMR, Vol. 7A	Department of Defense Financial Management Regulation
		http://comptroller.defense.gov/FMR/vol7a_chapters.aspx
7.	DoD FMR, Vol. 7A Chapter 35	Separation Payments
		http://comptroller.defense.gov/FMR/vol7a_chapters.aspx
8.	DoD FMR, Vol. 9	Department of Defense Financial Management Regulation
		http://comptroller.defense.gov/FMR/vol9_chapters.aspx
9.	DoD Instruction 1327.06 w/ CH-3	Leave and Liberty Policy and Procedures
		http://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodi/132706p.pdf
10.	DoD Instruction 1332.35	Transition Assistance Program (TAP) for Military Personnel
		http://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodi/133235p.pdf

11.	BUPERSINST 1001.39 (Series)	Administrative Procedures for Navy Reservists
		http://www.public.navy.mil/bupers-npc/reference/instructions/BUPERSInstructions/Pages/default.aspx
12.	BUPERSINST 1070.27 (Series)	Document Submission Guidelines for the Electronic Military Personnel Records System (EMPRS)
		http://www.public.navy.mil/bupers-npc/reference/instructions/BUPERSInstructions/Pages/default.aspx
13.	BUPERSINST 1900.8 (Series)	Certificate of Release or Discharge from Active Duty (DD 214)
		http://www.public.navy.mil/bupers-npc/reference/instructions/BUPERSInstructions/Pages/default.aspx
14.	BUPERSINST 5210.8 (Series)	Implementation of the Total Record Information Management Application as the Electronic Records Management Solution within the Bureau of Naval Personnel
		http://www.public.navy.mil/bupers-npc/reference/instructions/BUPERSInstructions/Pages/default.aspx
15.	BUPERSINST 7040.6 (Series)	Financial Management Guide for Permanent Change of Station Travel (Military Personnel, Navy) (MPN)
		http://www.public.navy.mil/bupers-npc/reference/instructions/BUPERSInstructions/Pages/default.aspx
16.	BUPERSINST 7040.7 (Series)	Financial Management Guide for Permanent Change of Station Travel For Reserve Personnel, Navy (RPN)
		http://www.public.navy.mil/bupers-npc/reference/instructions/BUPERSInstructions/Pages/default.aspx
17.	NPPSCINST 1000 (Series)	Transaction Online Processing System (TOPS) Guidelines
		https://mpte.navy.deps.mil/sites/npc/pers2/NPPSC/Admin%20Folder/Farms/AllItems.aspx?RootFolder=%2Fsites%2Fnpc%2Fpers2%2FNPPSC%2FAdmin%20Folder%2FNPPSC%20Instructions&FolderCTID=0x0120001F2B11B5F056F245949DE7A6A9EC3027&View=%7B392C9FF3%2D9BF8%2D4612%2D8F07%2D113035A376EE%7D
18.	NPPSCINST 4650.1 (Series)	Control and Processing of unused Commercial Airline Tickets issued in connection with Official Travel
		https://mpte.navy.deps.mil/sites/npc/pers2/NPPSC/Admin%20Folder/Farms/AllItems.aspx?RootFolder=%2Fsites%2Fnpc%2Fpers2%2FNPPSC%2FAdmin%20Folder%2FNPPSC%20Instructions&FolderCTID=0x0120001F2B11B5F056F245949DE7A6A9EC3027&View=%7B392C9FF3%2D9BF8%2D4612%2D8F07%2D113035A376EE%7D
19.	NPPSCINST 4650.8 (Series) w/ CH-1	Navy Pay and Personnel Support Center (NPPSC) Passenger Reservation Request
		https://mpte.navy.deps.mil/sites/npc/pers2/NPPSC/Admin%20Folder/Farms/AllItems.aspx?RootFolder=%2Fsites%2Fnpc%2Fpers2%2FNPPSC%2FAdmin%20Folder%2FNPPSC%20Instructions&FolderCTID=0x0120001F2B11B5F056F245949DE7A6A9EC3027&View=%7B392C9FF3%2D9BF8%2D4612%2D8F07%2D113035A376EE%7D

20.	NPPSCINST 5213.1 (Series)	Forms Management
		https://mpte.navy.deps.mil/sites/npc/pers2/NPPSC/Admin%20Folder/Forms/AllItems.aspx?RootFolder=%2Fsites%2Fnpc%2Fpers2%2FNPPSC%2FAdmin%20Folder%2FNPPSC%20Instructions&FolderCTID=0x0120001F2B11B5F056F245949DE7A6A9EC3027&View=%7B392C9FF3%2D9BF8%2D4612%2D8F07%2D113035A376EE%7D
21.	NPPSCINST 5220.2 (Series)	Standard Management Reports
		https://mpte.navy.deps.mil/sites/npc/pers2/NPPSC/Admin%20Folder/Forms/AllItems.aspx?RootFolder=%2Fsites%2Fnpc%2Fpers2%2FNPPSC%2FAdmin%20Folder%2FNPPSC%20Instructions&FolderCTID=0x0120001F2B11B5F056F245949DE7A6A9EC3027&View=%7B392C9FF3%2D9BF8%2D4612%2D8F07%2D113035A376EE%7D
22.	NPPSCINST 7220.7 (Series)	Separation of Duties Affecting Military Pay
		https://mpte.navy.deps.mil/sites/npc/pers2/NPPSC/Admin%20Folder/Forms/AllItems.aspx?RootFolder=%2Fsites%2Fnpc%2Fpers2%2FNPPSC%2FAdmin%20Folder%2FNPPSC%20Instructions&FolderCTID=0x0120001F2B11B5F056F245949DE7A6A9EC3027&View=%7B392C9FF3%2D9BF8%2D4612%2D8F07%2D113035A376EE%7D
23.	NPPSCINST 7250.1 (Series)	Retention of Disbursing Office Records
		https://mpte.navy.deps.mil/sites/npc/pers2/NPPSC/Admin%20Folder/Forms/AllItems.aspx?RootFolder=%2Fsites%2Fnpc%2Fpers2%2FNPPSC%2FAdmin%20Folder%2FNPPSC%20Instructions&FolderCTID=0x0120001F2B11B5F056F245949DE7A6A9EC3027&View=%7B392C9FF3%2D9BF8%2D4612%2D8F07%2D113035A376EE%7D
24.	MILPERSMAN 1001-145	Requirements for Transfer from Active Component to the Individual Ready Reserve-Active Status Pool, Standby Reserve-Active, or Standby Reserve-Inactive
		http://www.public.navy.mil/bupers-npc/reference/milpersman/1000/1000General/Documents/1001-145.pdf
25.	MILPERSMAN 1050-120	Separation Leave
		http://www.public.navy.mil/bupers-npc/reference/milpersman/1000/1000General/Documents/1050-120.pdf
26.	MILPERSMAN 1070-111	Submission of Navy Standard Integrated Personnel System (NSIPS) and Electronic Service Record (ESR) Documents to the Official Military Personnel File (OMPF).
		http://www.public.navy.mil/bupers-npc/reference/milpersman/1000/1000General/Documents/1070-111.pdf
27.	MILPERSMAN 1070-270	Dependency Application
		http://www.public.navy.mil/bupers-npc/reference/milpersman/1000/1000General/Pages/default.aspx
28.	MILPERSMAN 1133-062	Active Component and Full Time Support (FTS) To Selected Reserve (SELRES) Delayed Affiliation Program (DAP)

		http://www.public.navy.mil/bupers-npc/reference/milpersman/1000/1100Recruiting/Documents/1133-062.pdf
29.	MILPERSMAN 1133-090	New Accession Training (NAT) Program http://www.public.navy.mil/bupers-npc/reference/milpersman/1000/1100Recruiting/Documents/1133-090.pdf
30.	MILPERSMAN 1160-030	Certain Enlistments and Reenlistments Under Continuous Service Conditions http://www.public.navy.mil/bupers-npc/reference/milpersman/1000/1100Recruiting/Documents/1133-062.pdf
31.	MILPERSMAN 1306-1501	Enlisted Active Component to Reserve Component (AC2RC) Transition Via the Career Transition Office (CTO) http://www.public.navy.mil/bupers-npc/reference/milpersman/1000/1300Assignment/Documents/1306-1501.pdf
32.	MILPERSMAN 1320-220	Permissive Temporary Duty (PTDY) Authorization for Job/House Hunting http://www.public.navy.mil/bupers-npc/reference/milpersman/1000/1300Assignment/Documents/1320-220.pdf
33.	MILPERSMAN 1900	Separations – General (multiple articles within section) http://www.public.navy.mil/bupers-npc/reference/milpersman/1000/1900Separation/Pages/default.aspx
34.	MILPERSMAN 1910	Enlisted Separations (multiple articles within section) http://www.public.navy.mil/bupers-npc/reference/milpersman/1000/1900Separation/Documents/1910.pdf
35.	MILPERSMAN 1910-702	General Guidance for Separation Authorities (SA) http://www.public.navy.mil/bupers-npc/reference/milpersman/1000/1900Separation/Documents/1910-702.pdf
36.	MILPERSMAN 1916	Release from Active Duty, Reserve http://www.public.navy.mil/bupers-npc/reference/milpersman/1000/1900Separation/Pages/default.aspx
37.	MILPERSMAN 1920	Officer Separations http://www.public.navy.mil/bupers-npc/reference/milpersman/1000/1900Separation/Pages/default.aspx
38.	MILPERSMAN 1920-110	Involuntary Release from Active Duty Orders of Ready Reserve Officers http://www.public.navy.mil/bupers-npc/reference/milpersman/1000/1900Separation/Documents/1920-110.pdf

39.	ALNAV 66/16	Guidance for Archiving and Reporting on Service Treatment Records (STRs) for All Active/Selected Reserve Service Members
		http://www.public.navy.mil/bupers-npc/reference/messages/Documents/ALNAVS/ALN2016/ALN16066.txt
40.	NAVADMIN 010/07	Satisfactory Participation in the Annual Reporting Program for Members of the Individual Ready Reserve (IRR)
		http://www.public.navy.mil/bupers-npc/reference/messages/Documents/NAVADMINS/NAV2007/NAV07010.txt
41.	NAVADMIN 043/09	Mandatory Use of the Navy Standard Integrated Personnel System (NSIPS) Electronic Service Record (ESR)
		http://www.public.navy.mil/bupers-npc/reference/messages/Documents/NAVADMINS/NAV2009/NAV09043.txt
42.	NAVADMIN 044/09	Mandatory Use of Transaction On-Line Processing System for Non-Afloat Commands
		http://www.public.navy.mil/bupers-npc/reference/messages/Documents/NAVADMINS/NAV2009/NAV09044.txt
43.	NAVADMIN 300/11	Use of Pre-Separation Counseling Checklist (DD Form 2648 and 2648-1)
		http://www.public.navy.mil/bupers-npc/reference/messages/Documents/NAVADMINS/NAV2011/NAV11300.txt
44.	NAVADMIN 163/12	Implementation of DoD Policy Allowing Reserve Component Leave Carryover
		http://www.public.navy.mil/bupers-npc/reference/messages/Documents/NAVADMINS/NAV2012/NAV12163.txt
45.	NAVADMIN 334/12	Transition Goals, Plans, Succeed
		http://www.public.navy.mil/bupers-npc/reference/messages/Documents/NAVADMINS/NAV2012/NAV12334.txt
46.	NAVADMIN 053/13	Updated Requirements for Transition Goals, Plans, Succeed
		http://www.public.navy.mil/bupers-npc/reference/messages/Documents/NAVADMINS/NAV2013/NAV13053.txt
47.	NAVADMIN 063/13	Suspension of the Early Career Transition Program
		http://www.public.navy.mil/bupers-npc/reference/messages/Documents/NAVADMINS/NAV2013/NAV13063.txt

48.	NAVADMIN 187/13	Additional Guidance for Transition Goals, Plans, and Success
		http://www.public.navy.mil/bupers-npc/reference/messages/Documents/NAVADMINs/NAV2013/NAV13187.txt
49.	NAVADMIN 154/14	Transition Goals, Plans, And Success
		http://www.public.navy.mil/bupers-npc/reference/messages/Documents/NAVADMINs/NAV2014/NAV14154.txt
50.	NAVADMIN 243/14	Transition Goals, Plans, and Success
		http://www.public.navy.mil/bupers-npc/reference/messages/Documents/NAVADMINs/NAV2014/NAV14243.txt
51.	NAVADMIN 244/14	Rollout of Navy Standard Integrated Personnel System Order Writing Module and Cancellation of Standard Transfer Orders
		http://www.public.navy.mil/bupers-npc/reference/messages/Documents/NAVADMINs/NAV2014/NAV14244.txt
52.	NAVADMIN 030/15	Transition Goals, Plans, Success NAVADMIN #6, Reserve Component Guidance
		http://www.public.navy.mil/bupers-npc/reference/messages/Documents/NAVADMINs/NAV2015/NAV15030.txt
53.	NAVADMIN 043/15	Guidance for using Pay and Personnel Standard Operating Procedures (SOPs)
		http://www.public.navy.mil/bupers-npc/reference/messages/Documents/NAVADMINs/NAV2015/NAV15043.txt
54.	NAVADMIN 178/15	Navy Physical Readiness Program Policy Changes
		http://www.public.navy.mil/bupers-npc/reference/messages/Documents/NAVADMINs/NAV2015/NAV15178.txt
55.	NAVADMIN 233/15	Physical Readiness Program Policy Changes Update 1: Enlisted Policies (Corrected Copy)
		http://www.public.navy.mil/bupers-npc/reference/messages/Documents/NAVADMINs/NAV2015/NAV15233.txt
56.	NAVADMIN 061/16	Implementation of Physical Readiness Program Policy Changes Update #2
		http://www.public.navy.mil/bupers-npc/reference/messages/Documents/NAVADMINs/NAV2016/NAV16061.txt
57.	NAVADMIN 133/16	Implementation of Retirements and Separations Functionality Within Navy Standard Integrated Personnel System Overview

		http://www.public.navy.mil/bupers-npc/reference/messages/Documents/NAVADMINs/NAV2016/NAV16133.txt
58.	NAVADMIN 187/16	Guidance for Separation History and Physical Examination (SHPE) for Department of Navy (DoN) Active/Reserve Component Service Members (Corrected Copy) http://www.public.navy.mil/bupers-npc/reference/messages/Documents/NAVADMINs/NAV2016/NAV16187.txt
59.	NAVADMIN 260/16	Release of the Transition Assistance Program Electronic Form for Transition Goals, Plans, Success Counseling http://www.public.navy.mil/bupers-npc/reference/messages/Documents/NAVADMINs/NAV2016/NAV16260.txt
60.	NAVADMIN 085/17	Servicemembers Group Life Insurance Online Enrollment System (SOES) http://www.public.navy.mil/bupers-npc/reference/messages/Documents/NAVADMINs/NAV2017/NAV17085.txt
61.	NAVADMIN 143/17	Modifications to Enlisted High Year Tenure for Active and Full Time Support Personnel http://www.public.navy.mil/bupers-npc/reference/messages/Documents/NAVADMINs/NAV2017/NAV17143.txt
62.	NAVADMIN 173/17	Guidance for Transferring Health Service Treatment Records for All United States Navy Active and Selected Reserve Service Members http://www.public.navy.mil/bupers-npc/reference/messages/Documents/NAVADMINs/NAV2017/NAV17173.txt
63.	NAVADMIN 181/17	Guidance for Access and Echelon Responsibilities for Tracking Service Treatment Records for All United States Navy Active/ Selected Reserve Service Members (Corrected Copy) http://www.public.navy.mil/bupers-npc/reference/messages/Documents/NAVADMINs/NAV2017/NAV17181.txt
64.	NAVADMIN 254/17	Self-Service Record of Emergency Data and Dependency Application Regional Phased Implementation Schedule and Training Availability http://www.public.navy.mil/bupers-npc/reference/messages/Documents/NAVADMINs/NAV2017/NAV17254.txt
65.	NAVADMIN 273/17	Implementation of Retirements and Separations Functionality Within Navy Standard Integrated Personnel System http://www.public.navy.mil/bupers-npc/reference/messages/Documents/NAVADMINs/NAV2017/NAV17273.txt
66.	NAVADMIN 288/17	Early Separation Policy NAVADMIN Cancellations

		http://www.public.navy.mil/bupers-npc/reference/messages/Documents/NAVADMINs/NAV2017/NAV17288.txt
67.	NAVADMIN 290/17	Modifications to Enlisted High Year Tenure for Active Component and Full Time Support Personnel http://www.public.navy.mil/bupers-npc/reference/messages/Documents/NAVADMINs/NAV2017/NAV17290.txt
68.	NAVADMIN 304/17	Physical Readiness Program Policy Change http://www.public.navy.mil/bupers-npc/reference/messages/Documents/NAVADMINs/NAV2017/NAV17304.txt
69.	NAVADMIN 016/18	Separation Authority Guidance for Administrative Separation Processing for Enlisted Members Diagnosed with Post Traumatic Stress Disorder or Traumatic Brain Injury (Corrected Copy) http://www.public.navy.mil/bupers-npc/reference/messages/Documents/NAVADMINs/NAV2018/NAV18016.txt
70.	NAVADMIN 047/18	Announcement of the Targeted Reentry Program http://www.public.navy.mil/bupers-npc/reference/messages/Documents/NAVADMINs/NAV2018/NAV18047.txt
71.	NAVADMIN 239/18	Deployability Assessment and Assignment Program https://www.public.navy.mil/bupers-npc/reference/messages/Documents/NAVADMINs/NAV2018/nav18239.txt
72.	NAVADMIN 267/18	Revised SECNAV Guidance for Administrative Separation for Conditions Not Amounting to a Disability https://www.public.navy.mil/bupers-npc/reference/messages/Documents/NAVADMINs/NAV2018/NAV18267.txt
73.	PPIB 11-04	E-Leave Process for Sailors Separating at a TPU INCONUS http://www.public.navy.mil/bupers-npc/support/paypers/PASS/Documents/PPIB%202011/PPIB%201104.txt
74.	PPIB 11-19	Automated Processing for Strength Loss Transactions http://www.public.navy.mil/bupers-npc/support/paypers/PASS/Documents/PPIB%202011/PPIB%201119.txt
75.	PPIB 12-16	Procedures for Completion and Submission of PCS Travel Information Form (NAVPERS 7041/1) http://www.public.navy.mil/bupers-npc/support/paypers/PASS/Documents/PPIB%202012/PPIB%201216.txt

76.	PPIB 13-09	130901: Separation and E-Leave Issues
		http://www.public.navy.mil/bupers-npc/support/paypers/PASS/Documents/PPIB%202013/PPIB%201309.txt
77.	PPIB 13-14	131402: Distribution of Copy Number 5 of DD-214 131403: Scanning Requirements for E-Submission of Documents
		http://www.public.navy.mil/bupers-npc/support/paypers/PASS/Documents/PPIB%202013/PPIB%201314.txt
78.	PPIB 13-27	Electronic Submission of DD 214 and DD 215 Images to the Official Military Personnel File (OMPF)
		http://www.public.navy.mil/bupers-npc/support/paypers/PASS/Documents/PPIB%202013/PPIB%201327.txt
79.	PPIB 14-13	Issue 141301: Enlisted Separation Evaluations; Issue 141302: Place of Separation
		http://www.public.navy.mil/bupers-npc/support/paypers/PASS/Documents/PPIB%202014/PPIB%201413.txt
80.	PPIB 15-03	150101: Expiration of 75 Day Leave Carry-Over Policy
		http://www.public.navy.mil/bupers-npc/support/paypers/PASS/Documents/2015%20PPIB/PPIB%201503.txt
81.	PPIB 15-14	Issue 151401: Automated Separation Worksheet
		http://www.public.navy.mil/bupers-npc/support/paypers/PASS/Documents/2015%20PPIB/PPIB%201514.txt
82.	PPIB 16-03	Issue 160301: Mandatory Usage of the Defense Finance and Accounting Service (DFAS) Automated Separation Worksheet for all Future Separations
		http://www.public.navy.mil/bupers-npc/support/paypers/PASS/Documents/2016%20PPIB/PPIB%2016-03.txt
83.	PPIB 16-12	Issue 161201: Update E-mail Address and Contact Information in NSIPS
		http://www.public.navy.mil/bupers-npc/support/paypers/PASS/Documents/2016%20PPIB/PPIB%2016-12.txt
84.	PPIB 17-05	New File Naming Convention in TRIM or Local Document Retention System
		http://www.public.navy.mil/bupers-npc/support/paypers/PASS/Documents/2017%20PPIB%27s/PPIB%201705.txt
85.	PPIB 17-11	Update to Pay and Personnel Information Bulletin 17-05

		http://www.public.navy.mil/bupers-npc/support/paypers/PASS/Documents/2017%20PPIB%27s/PPIB%201711.txt
86.	PPIB 18-13	Electronic Certificate of Release or Discharge from Active Duty (eDD-214) Form http://www.public.navy.mil/bupers-npc/support/paypers/PASS/Documents/2018%20PPIBs/PPIB%201813.TXT
87.	PPIB 19-15	Travel Advances for Separation and Retirement https://www.public.navy.mil/bupers-npc/support/paypers/PASS/Documents/PPIB%202019/PPIB%201915.txt
88.	MPA 04/09	Separation Processing Procedures http://www.public.navy.mil/bupers-npc/support/paypers/PASS/Documents/MPA%202009/MPA0409.txt
89.	MPA 08/13	Separation Worksheet Requirements http://www.public.navy.mil/bupers-npc/support/paypers/PASS/Documents/MPA%202013/MPA%200813.txt
90.	MPA 12/13	Required Supporting Documentation on Defense Workload Operations Web System (DWOWS) Pay Claim Cases http://www.public.navy.mil/bupers-npc/support/paypers/PASS/Documents/MPA%202013/MPA%201213.txt
91.	MPA 40/13	Clarification of Separation Payment Procedures for Field Activities http://www.public.navy.mil/bupers-npc/support/paypers/PASS/Documents/MPA%202013/MPA%204013.txt
92.	MPA 03/15	Navy Field Separation Requests to DFAS Offices (follow-up to MPA 08/13 and 12/13) http://www.public.navy.mil/bupers-npc/support/paypers/PASS/Documents/2015%20MPA/MPA%2003-15.txt
93.	MPA 12/15	Expiration of 75 Day Leave Carry Over Policy http://www.public.navy.mil/bupers-npc/support/paypers/PASS/Documents/2015%20MPA/MPA%2012-15.txt
94.	MPA 17/15	Changes to DFAS-CL E-mail Addresses http://www.public.navy.mil/bupers-npc/support/paypers/PASS/Documents/2015%20MPA/MPA%2017-15.txt
95.	MPA 37/15	Automated Separation Worksheet

		http://www.public.navy.mil/bupers-npc/support/paypers/PASS/Documents/2015%20MPA/MPA%2037-15.txt
96.	MPA 16/16	V Status Separation Worksheet http://www.public.navy.mil/bupers-npc/support/paypers/PASS/Documents/2016%20MPAs/MPA%2016-16.txt
97.	MPA 39/16	Automated Separation Worksheet http://www.public.navy.mil/bupers-npc/support/paypers/PASS/Documents/2016%20MPAs/MPA%2039-16.txt
98.	MPA 19/19	Elimination of Travel Advances for Separation and Retirement https://www.public.navy.mil/bupers-npc/support/paypers/PASS/Documents/MPA%202019/MPA%2019-19.txt

Online Resources:

#	Website Sponsor	Title and Link
1.	Navy Personnel Command (NPC)	BUPERS Online (BOL) <ul style="list-style-type: none"> • OMPF • E-Sub https://www.bol.navy.mil/
2.	Navy Personnel Command (NPC)	Career Toolbox: Plain Talk for Sailors (series) <ul style="list-style-type: none"> • Transition GPS - Goals, Plans, Success (18 Sep 2014) http://www.public.navy.mil/bupers-npc/career/toolbox/Pages/PlainTalk(series).aspx
3.	Navy Personnel Command (NPC)	Career Info: Transition http://www.public.navy.mil/bupers-npc/career/transition/Pages/default.aspx
4.	Navy Personnel Command (NPC)	Career Info: Transition GPS http://www.public.navy.mil/bupers-npc/career/transition/Pages/TAP.aspx
5.	Navy Personnel Command (NPC)	Career Info: Career Counseling http://www.public.navy.mil/bupers-npc/career/careercounseling/Pages/default2.aspx

#	Website Sponsor	Title and Link
6.	Navy Personnel Command (NPC)	Career Info: Career Counseling: Separate/Retire
		http://www.public.navy.mil/bupers-npc/career/careercounseling/Pages/Transition.aspx
7.	Navy Personnel Command (NPC)	Career Info: Career Counseling: Career Waypoints (C-WAY)
		http://www.public.navy.mil/bupers-npc/career/careercounseling/Pages/C-WAY.aspx
8.	Navy Personnel Command (NPC)	CPPA Resources: Pers - Separations, Discharges, Retirement
		http://www.public.navy.mil/bupers-npc/support/paypers/cpcresources/Pages/SeparationDischargeTransfer.aspx
9.	Navy Personnel Command (NPC)	NSIPS
		https://nsipsprod.nmci.navy.mil/
10.	Commander Navy Installations Command (CNIC)	Transition GPS Guidance
		http://www.cnic.navy.mil/ffr/family_readiness/fleet_and_family_support_program/transition_assistance/TransitionGPSGuidance.html
11.	U.S. Department of Labor, Employment & Training Administration	My Next Move O*NET Interest Profiler
		http://www.mynextmove.org/explore/ip

#	Website Sponsor	Title and Link
12.	Veterans Affairs and Department of Defense	eBenefits
		https://www.ebenefits.va.gov/ebenefits-portal
13.	Veterans Affairs	Veterans' Group Life Insurance (VGLI)
		http://benefits.va.gov/insurance/vgli.asp
14.	Naval Education and Training Professional Development and Technology Center (NETPDTC)	Joint Services Transcript (JST) (formerly SMART Transcript)
		https://jst.doded.mil/smart/signIn.do
15.	OPNAV	U.S. Navy Awards (formerly Navy Department Awards Web Services (NDAWS))
		https://awards.navy.mil
16.	Department of Defense	DoD TAP Transition Assistance Program Resources/FAQ
		https://www.dodtap.mil/resources.html
17.	Defense Finance and Accounting Service (DFAS)	My Pay
		https://mypay.dfas.mil/mypay.aspx
18.	Defense Manpower Data Center (DMDC)	Transition Assistance Program
		https://www.dmdc.osd.mil/tac/
19.	Defense Manpower Data Center (DMDC)	Transition GPS: Verification of Military Experience & Training (VMET)
		https://www.dmdc.osd.mil/tgps/

Command Aids and User Guides Available Online:

#	Sponsor	Document Title and Link
1.	DJMS MMPA Guide	Defense Joint Military Pay System (DJMS) Master of Military Pay Account (MMPA) Guide
		https://dfas4dod.dfas.mil/SYSTEMS/djms/mmpa.pdf
2.	SPAWARSYSCEN-ATLANTIC (PMW 240-T)	NSIPS Pers/Pay Job Performance Aids (JPA) Separations
		https://nsipsprod.nmci.navy.mil/nsipscllo/jsp/index.jsp
3.	DJMS PTG	Defense Joint Military Pay System (DJMS) Procedures Training Guide
		https://dfas4dod.dfas.mil/systems/djms/djms2/index.htm

Help Desk Contact Information:

#	Contact Source	Contact Details
1.	NSIPS ESR	<ul style="list-style-type: none">NSIPS Help Desk 877-589-5991, Option 2; DSN 647-5442, Option 2 nsipshelpdesk@navy.milNPC Customer Service Center Website: http://www.public.navy.mil/bupers-npc/organization/npc/csc/Pages/default.aspx 866-827-5672; DSN 882-5672 UASKNPC@navy.mil
2.	OMPF	<ul style="list-style-type: none">PERS-313 Webpage: http://www.public.navy.mil/bupers-npc/career/recordsmanagement/militarypersonnelrecords/Pages/ContactUs.aspx Organizational Mailbox: MILL_OMPF-CHG@navy.mil
3.	Career Waypoints (C-WAY)	<ul style="list-style-type: none">Career Waypoints Help Desk 901-874-2102; DSN 882 career_waypoints@navy.milNPC Customer Service Center 866-827-5672; DSN 882-5672 UASKNPC@navy.mil
4.	Career Transition Office (Reserves)	<ul style="list-style-type: none">Career Transition Office (PERS-97) CTO Officer: 1-901-874-4192; DSN 882-4192 CTO Enlisted: 1-901-874-4108; DSN 882-4108 CTO Fax: 1-901-874-2186 Email: cto.officer@navy.mil cto.enlisted@navy.mil Customer Service: 1-866-U-ASK-NPC (827-5672)
5.	Joint Services Transcript Technical Issues	<ul style="list-style-type: none">NETPDTC ATTN: JST Operations Center N615 6490 Saufley Field Road Pensacola, FL 32509 jst@doded.mil
6.	TOPS	<ul style="list-style-type: none">PSD TOPS Network Account Manager (NAM) TOPS Technology Team Help Desk 619-532-2428; DSN 522 mps-tops@navy.mil

Forms:

#	Form #	Title
1.	NAVPERS 1070/613	Administrative Remarks
		http://www.public.navy.mil/bupers-npc/reference/Forms/NAVPERS/Pages/default.aspx
2.	NAVPERS 1306/97	Reserve Affiliation Screening Checklist and Contact Information Sheet
		http://www.public.navy.mil/bupers-npc/reference/Forms/NAVPERS/Pages/default.aspx
3.	NAVPERS 7041/1	PCS Travel
		http://www.public.navy.mil/bupers-npc/reference/Forms/NAVPERS/Pages/default.aspx
4.	NAVCOMPT 3065	Leave Request/Authorization
		https://navalforms.documentservices.dla.mil/formsDir/_NAVCOMPT_3065_2901.pdf
5.	OPNAV 5511/14	Security Termination Statement
		http://www.secnav.navy.mil/ppoi/Security/Forms/opnav5511-14.pdf
6.	DD214	Certificate of Release or Discharge from Active Duty
		http://www.esd.whs.mil/Directives/forms/dd0001_0499/
7.	DD214WS	Certificate of Release or Discharge from Active Duty (Worksheet)
		http://www.esd.whs.mil/Directives/forms/dd0001_0499/
8.	DD215	Correction to DD 214, Certificate of Release or Discharge from Active Duty
		http://www.esd.whs.mil/Directives/forms/dd0001_0499/
9.	DD884	Application for Transportation of Dependents
		http://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd0884.pdf
10.	DD1351-2	Travel Voucher or Subvoucher
		http://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd1351-2.pdf
11.	DD1351-2C	Travel Voucher or Subvoucher (Continuation Sheet)
		http://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd13512c.pdf
12.	DD2586	Verification of Military Experience and Training
		http://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd2586.pdf
13.	DD2648	Service Member Pre-Separation/Transition Counseling and Career Readiness Standards eForm for Service Members Separating, Retiring, Released From Active Duty (REFRAD)
		https://www.dodtap.mil/forms.html

#	Form #	Title
14.	DD2963	Service Treatment Record (STR) Certification
		http://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd2963.pdf
15.	NPPSC 1900/1	Separation Questionnaire
		http://www.public.navy.mil/bupers-npc/reference/forms/Pages/NPPSCForms.aspx
16.	NPPSC 1900/2	Separations Checklist
		http://www.public.navy.mil/bupers-npc/reference/forms/Pages/NPPSCForms.aspx
17.	NPPSC 4650/1	Passenger Reservation Request
		http://www.public.navy.mil/bupers-npc/reference/forms/Pages/NPPSCForms.aspx

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
START			
1	Review, update, and correct ESR, as required	Command Leadership/CPPA/ Service Member	<p>Review, update, and correct Electronic Service Record (ESR), as required.</p> <p>Command shall ensure Service Member has access to resources required to make reenlistment decisions, including the following:</p> <ul style="list-style-type: none"> • Career counseling and guidance from the chain of command; • Current career information and support from the Command Career Counselor (CCC); • Access to CAC-enabled computer and the Electronic Service Record (ESR) for personnel record review; • Access to personnel support services required to update personnel records, including support provided by the servicing PSD via the Command Pay and Personnel Administrator (CPPA), etc. <p>Important Note: Pages from the ESR are printed and submitted to the Official Military Personnel File (OMPF) following Service Member's separation. The Service Member must ensure all pending transactions are verified by the servicing Personnel Office/PSD because only verified transactions post to printed documents.</p>
1.1	Review ESR and OMPF	Service Member	<p>Service Member reviews ESR and OMPF approximately twelve months before separation.</p> <p>Note: Service Member should re-review ESR and OMPF approximately six months before separation while completing NPPSC 1900/1 Separation Questionnaire to ensure ESR is accurate to support PSD preparation of the Service Member's DD214.</p> <p>Refer to ESR webpage on Navy Personnel Command website as required. The ESR "Training Guide for Sailors & Commands" assists the Service Member with navigating to the various links, sections, and pages within the ESR. It provides an overview of the contents as it relates to the OMPF.</p>

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p data-bbox="970 245 1663 302"> http://www.public.navy.mil/bupers-npc/career/recordsmanagement/Pages/ElectServRcd.aspx </p> <p data-bbox="970 350 1228 378">Perform the following:</p> <p data-bbox="970 427 1818 516"> Using CAC and CAC-enabled computer with Internet access, login to ESR at: https://nsipsprod.nmci.navy.mil (Afloat users access ESR Afloat at: https://nsipswebafloat/.) </p> <p data-bbox="970 565 1808 621">The ESR View function allows the Service Member to verify information contained within the Navy Standard Integrated Personnel System.</p> <p data-bbox="970 670 1818 760">The ESR Tasks function allows the Service Member to update ESR self-service items. It is the responsibility of the Service Member to keep this information current.</p> <p data-bbox="970 808 1818 898">At a minimum, the Service Member should verify the following ESR data for accuracy and currency (click hyperlinks on the ESR left navigation bar):</p> <ul data-bbox="1018 946 1818 1222" style="list-style-type: none"> • Dependency Data (submitted to OMPF as form NAVPERS 1070/602) • Member Data Summary (submitted to OMPF as form NAVPERS 1070/886) • Training Summary (submitted to OMPF as form NAVPERS 1070/881) • Honors and Awards (submitted to OMPF as form NAVPERS 1070/880) <p data-bbox="970 1271 1818 1360">Refer also to “How to Conduct an Enlisted Personnel Records Review” and “How to Maintain Accurate Personnel Records” Plain Talks for ESR information that should be verified, if required:</p>

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			http://www.public.navy.mil/bupers-npc/career/toolbox/Pages/PlainTalk(series).aspx Refer to Career Toolbox Command Aids and User Guides, as required: http://www.public.navy.mil/bupers-npc/career/toolbox/Pages/CommandLeadership.aspx Important Note: To protect Service Member's PII when exiting ESR, click "Sign out" in the top right-hand corner and close the browser window.
1.2	Update ESR, if required	Service Member	Service Member updates ESR, if required. Service Member contacts CPPA or CCC to obtain information and assistance regarding how to update personnel records. CPPA or CCC works with Personnel Office or servicing PSD to make all necessary updates, when required. Update NAVPERS 1070/602 (Dependency Application), as applicable. Refer to Legacy Page 2 SOP for proper processing of any status changes if RED/DA has not been implemented, as applicable. Page 2 SOP: https://mpte.navy.deps.mil/sites/NPC/pers2/Personnel%20Services/Page%202%20SOP.aspx Alternatively, refer to RED/DA SOP for proper processing of any status changes, as applicable. RED/DA SOP: https://mpte.navy.deps.mil/sites/npc/pers2/Lists/Standard%20Operating%20Procedures/PersonnelSOPs.aspx

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
1.3	Submit corrections to the ESR	CPPA	<p>CPPA submits corrections to the ESR, if required.</p> <p>CPPA works with Personnel Office or servicing Personnel Support Detachment (PSD) to make all necessary corrections, when required.</p>
1.4	Verify ESR update/correction occurred	Service Member	Service Member verifies ESR update/correction occurred, if required.
2	Determine Service Member's career intentions	Command Leadership/CCC/Service Member	<p>Determine Service Member's career intentions.</p> <p>NAVADMIN 243/14, which is the fifth in a series of new updates for Transition Goals, Plans, and Success (GPS), addresses implementation of the Transition Military Lifecycle (MLC) model designed to introduce portions of Transition GPS throughout a Service Member's career, prior to pre-separation counseling or attending the mandatory Transition GPS courses. Service Members will be introduced to the Career Readiness Standards, which are a standardized set of milestones each Service Member must meet prior to separation, during Career Development Boards (CDB) and mid-term counseling.</p> <p>Refer also to NAVADMIN 030/15, Transition Goals, Plans, Success NAVADMIN #6, Reserve Component Guidance, for returning RC Demobilization and OCONUS ADSW requirements, if applicable.</p> <p>Information to assist Career Counselors administer the MLC portion of the CDB, in addition to a guide for officers conducting mid-term counseling is located at: http://www.public.navy.mil/bupers-npc/career/transition/Pages/TAP.aspx</p> <p>CDB Military Life Cycle Fact Sheet Officer Military Life Cycle Fact Sheet</p> <p>Refer to NAVADMIN 243/14 for MLC touchpoints. Refer to NAVADMIN 243/14 for MLC discussion topics.</p>

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
2.1	Is Service Member being processed for involuntary separation?	CCC	<p>Is Service Member being processed for involuntary separation?</p> <p>If Yes, go to 3. If No, go to 2.2.</p>
2.2	Schedule a Career Development Board	CCC	<p>CCC schedules a Career Development Board.</p> <p>Career Development Boards should be conducted in accordance with (IAW) local command instruction.</p>
2.3	Conduct a Career Development Board	CCC	<p>CCC conducts a Career Development Board with the Service Member and chain of command in accordance with local command instruction.</p> <p>Conduct a Career Development Board to discuss the Service Member's career intentions.</p> <ul style="list-style-type: none"> • Determine whether Service Member meets the policy and eligibility requirements of MILPERSMAN 1160-030. • Determine whether Service Member meets the policy and eligibility requirements of MILPERSMAN 1133-062. • Determine whether Service Member is recommended for retention based upon Evaluation Report and Counseling Record per BUPERSINST 1610.10 (Series). • Determine whether Service Member has any Physical Fitness Assessment (PFA) failures per OPNAVINST 6110.1 (Series), Physical Readiness Program. <p>NAVADMIN 243/14, which is the fifth in a series of new updates for Transition Goals, Plans, and Success (GPS), addresses implementation of the Transition Military Lifecycle (MLC) model designed to introduce portions of Transition GPS throughout a Service Member's career, prior to pre-separation counseling or attending the mandatory Transition GPS courses. Service Members will be introduced to the Career Readiness Standards, which are a standardized set of milestones each Service</p>

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>Member must meet prior to separation, during Career Development Boards (CDB) and mid-term counseling.</p> <p>Refer also to NAVADMIN 030/15, Transition Goals, Plans, Success NAVADMIN #6, Reserve Component Guidance, for returning RC Demobilization and OCONUS ADSW requirements, if applicable.</p> <p>Information to assist Career Counselors administer the MLC portion of the CDB, in addition to a guide for officers conducting mid-term counseling is located at: http://www.public.navy.mil/bupers-npc/career/transition/Pages/TAP.aspx</p> <p>CDB Military Life Cycle Fact Sheet Officer Military Life Cycle Fact Sheet</p> <p>Refer to NAVADMIN 243/14 for MLC touchpoints. Refer to NAVADMIN 243/14 for MLC discussion topics.</p>
2.4	Does Service Member desire to separate?	Service Member	<p>Does Service Member desire to separate?</p> <p>If Yes, go to 3. If No, go to Stop.</p> <p>If at a Stop in Separations SOP, refer to these SOPs, as appropriate:</p> <ul style="list-style-type: none"> Extension of Enlistments https://mppte.navy.deps.mil/sites/npc/pers2/Personnel%20Services/Extensions%20SOP.aspx Reenlistments https://mppte.navy.deps.mil/sites/npc/pers2/Personnel%20Services/Reenlistments%20SOP.aspx

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
3	Support Service Member's separation processing	Command Leadership/CCC/ Service Member	<p>Support Service Member's separation processing.</p> <p>Refer to NPPSC 1900/2 Separations Checklist at: http://www.public.navy.mil/bupers-npc/reference/forms/Pages/NPPSCForms.aspx</p> <p>Navy leadership is committed to meaningful and effective transition assistance for all Service Members separating from the Navy, regardless of how long they served. To ensure each Service Member is optimally prepared for transition, it is imperative that every leader in the chain of command take an active role in the transition process.</p> <p>The Vow to Hire Heroes Act (VOW Act) of 2011, mandating participation in Transition Assistance Program (TAP) for all personnel, and Executive Order 13518 of 9 November 2011, requiring establishment of a Veterans Employment Initiative (VEI), are initiatives to improve the employment opportunities of separating Service Members and enhance their transition process. All Service Members separating after serving 180 days or more of Active Duty must participate in a TAP workshop that includes pre-separation counseling, Department of Labor (DOL) Employment Workshop, and Veteran's benefits briefings.</p> <p>As part of the Veterans Opportunity to Work (VOW) to Hire Heroes Act, Transition GPS took effect November 19, 2012 and was fully implemented in 2013. Transition Goals, Plans, Succeed, or Transition GPS, replaces the 20-year-old Transition Assistance Program (TAP) and is designed to strengthen, standardize, and expand counseling and guidance for Active and Reserve Service Members separating from the Navy after serving 180 or more days of Active Duty.</p> <p>Note 1: Adverse Separations: The Characterization of a Service Member's service does not remove eligibility for attending core components of Transition GPS (formerly TAP). Service Members who are being administratively separated (ADSEP) under honorable, general or other than honorable conditions are not exempt from Transition GPS</p>

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>participation. It is highly recommended that Transition GPS quotas be obtained as soon as ADSEP processing is initiated, when possible. If a Service Member has an Administrative Separation (ADSEP) letter and is pending imminent separation and subsequently becomes eligible/ chooses to be retained in service, his/her CO must issue another letter rescinding the ADSEP letter IAW NAVADMIN 178/15 stating the Service Member will be retained in service. Please ensure your separation clerks/supervisors are aware of these changes.</p> <p>Note 2: Deployment Planning: It is the Commander's responsibility to ensure separating Service Members complete Transition GPS and meet their career readiness standards. Pro-active planning will be required to ensure Service Members attend Transition GPS before deployment, or are released from deployment early enough to attend prior to separation. It is NOT the Transient Personnel Unit's (TPU) or PSD's responsibility to secure a quota for Transition GPS; that responsibility remains with the parent command.</p> <p>Note 3: There is no authority to hold personnel past their End of Active Obligated Service (EAOS) to attend Transition GPS. Personnel may attend Transition GPS up to 90 days after separating from Active Duty, if space is available, and in a non-pay status.</p> <p>Transition GPS is a continuum of five key resources that significantly improve transition support and include:</p> <ul style="list-style-type: none"> • Mandatory pre-separation assessment and individual counseling • Mandatory 5-day Transition GPS core curriculum provides the following: <ul style="list-style-type: none"> • Resilient transition • Special issues • Considerations for families • Support systems • Value of a mentor

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<ul style="list-style-type: none"> • Stress management • Military occupational code crosswalk gap analysis • Financial planning • VA Benefits Briefings 1 and 2 • DOL Employment Workshop • ITP review <ul style="list-style-type: none"> • Career Tracks, which are optional 2-day career-specific curriculum (Education, Technical or Entrepreneurship) provides information tailored for specific goals • ITP, which is an evolving document created and maintained by both officer and enlisted personnel, that provides the framework to establish CRS and assess personal and professional preparedness to achieve defined CRS prior to separating from active duty. This ITP is developed when a Service Member begins the transition process. • Mandatory Capstone event, presented by the Fleet and Family Support Center (FFSC) or CCC, which must be completed no later than 90 days prior to separation in order for Service Member to verify Career Readiness Standards (CRS) are met, and transition services requested are received. This step concludes with the Commander's Verification during which eligible Service Members produce evidence of the deliverables to Commander's or their designee that meet the CRS before separation, retirement, or release from active duty. <p>Note 4: In the event of a short notice separation, the Service Member's Career Readiness Standards/Individual Transition Plan must be completed no later than the date of release from active duty as reflected on DD Form 214 Certificate of Release or Discharge from Active Duty.</p> <p>Existing transition assistance benefits for all Service Members can be accessed at: http://www.public.navy.mil/bupers-npc/career/toolbox/Pages/PlainTalk(series).aspx</p>

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
3.1	Conduct, document, and report pre-separation counseling	CCC	<p>CCC conducts, documents, and reports pre-separation counseling.</p> <p>Personnel voluntarily separating may access transition services 12 months prior to their separation date. A Service Member's characterization of service, including "other than honorable," "dishonorable," or "bad conduct" discharge, does not affect eligibility to participate in the core components of TAP. Pre-separation counseling shall commence as soon as possible during the 12 month period preceding the anticipated separation date.</p> <p>Counseling shall include at a minimum:</p> <ul style="list-style-type: none"> • Completion of DD2648 eForm, Pre-Separation Counseling Checklist (Needs Assessment) • VA e-Benefits registration • Issuing of ITP and completion of Block 1, Section I • Discuss required documentation for attending Transition GPS/TAP • Schedule Service Member for Transition GPS or VA Benefits Briefing (for exempt Service Members only) <p>Reporting requirements: Command transition/career counselors will use the Defense Manpower Data Center's (DMDC) web based TAP applications online tool available at: http://www.dmdc.osd.mil/tacl/ or https://dodtap.mil/ to conduct and document pre-separation counseling for active component Service Members and for deactivating/ demobilizing National Guard and Reserve Service Members (DD 2648 eForm).</p> <p>Note: If DD 2648 eForm cannot be accessed in the DOD Transition Assistance Program (DODTAP) application, then CCC conducts pre-separation counseling using DD 2648 hardcopy form. The information is subsequently transferred to the DMDC web based TAP application, when available.</p>

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
3.1.1	Conduct pre-separation counseling	CCC	<p>CCC conducts pre-separation counseling.</p> <p>Pre-Separation Counseling is mandatory counseling that is provided to eligible Service Members by TAP staff or command career counselors to inform members of services, benefits, curriculum, assessments, career readiness standards (CRS) deliverables, and individual transition plan (ITP) during and after their separation, retirement, or release from active duty.</p> <p>Pre-Separation Counseling is to be conducted within a 90-day statutory window. Pre-Separation Counseling completed with 89 days or less remaining on Active Duty will require a justification/remark on the DD 2648 eForm.</p> <p>A Guide for Pre-Separation Counseling Checklist to assist in completing the DD2648 can be found at: http://www.public.navy.mil/bupers-npc/career/transition/Pages/TAP.aspx.</p> <p>Command transition/career counselors use the DMDC web based TAP applications online tool available at: http://www.dmdc.osd.mil/tacl/ or https://dodtap.mil/ to conduct and document pre-separation counseling for active component Service Members and for deactivating/demobilizing National Guard and Reserve Service Members (DD 2648 eForm)</p>
3.1.2	Document and report pre-separation counseling	CCC	<p>CCC documents and reports pre-separation counseling.</p> <p>CCC/collateral duty career counselors are responsible for completion and submission of DD 2648 eForm online as required by law.</p> <p>To obtain access to DMDC/TAP, CCC must complete SAAR Form DD2875:</p> <ul style="list-style-type: none"> Complete Parts I (block 11 MUST be digitally signed using a CAC), II and III

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<ul style="list-style-type: none"> Email completed SAAR to: tom.albert@navy.mil or david.greene@navy.mil Contact OPNAV N135F, 901-874-4254 or 901-874-6545 for additional guidance
3.1.3	Login to DoDTAP webpage	CCC/Service Member	<p>CCC/Service Member login to DoDTAP webpage</p> <p>Access DoDTAP website at https://dodtap.mil/ or https://dodtap.mil/login.html, as required.</p> <p>The Service Member has the capability to initiate the DD 2648 eForm and populate personal information through the Service Members and Veterans quick launch, otherwise the CCC/Transition Counselor can initiate the DD 2648 eForm during the pre-separation counseling session with the Service Member</p> <p>Note: If Service Member is unable to access an online form due to disconnected operations, a manual hardcopy form may be completed. CCC provides instructions to Service Member, if this is the case.</p>
3.1.4	Create new/open existing DD 2648 eForm for Service Member	CCC/Service Member	<p>CCC/Service Member create new/open existing DD 2648 eForm for Service Member</p> <p>Note: The eForm does not allow two people to access the form at the same time for version control reasons. Ensure that the Service Member is instructed to sign-out of their eForm every time they access it.</p> <ol style="list-style-type: none"> 1. Login to DoDTAP for Managers and Counselors 2. On the main page, with your mouse, highlight the Transition Documents TAB at the top of the page. 3. Within the transition documents menu click create New/Open eForm 4. In the DoD ID number box enter the Service member's DoD ID number.

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			Note: If a DoD ID is not available, click the use SSN box and access the client record by SSN.
3.1.5	Complete/verify the DD 2648 eForm - Service Member Personal Information	Service Member/CCC	<p>Service Member/CCC completes/verifies the DD 2648 eForm - Service Member Personal Information</p> <p>The majority of the items in the Service Member Personal Information section of the eForm will be pre-populated with Service Members' information from DEERS upon entering the DoD identification number. If you are using the eForm enterprise solution, all data will be collected in real-time as you go through the transition process.</p> <p>Refer to the eForm Job Aid for Managers and Counselors (Pre-Separation Counseling)</p> <p>Note: Block numbers within the online eForm DO NOT correspond to Block numbers on the printed pdf.</p> <p>When entering the client record for the first time please review blocks 1, 2, 3, 4, 5, 6, 7, 9, 10, 11, 12, 13, 14, and 16 for errors.</p> <ul style="list-style-type: none"> • If there are errors, please advise the Service member to report errors to their CPPA and supporting PSD • If there are no errors update <p>If SM completed and signed their pre-separation using self-service then REVIEW blocks 8, 15, 17, 18, 19, 20, 21, 22, 23, and 24.</p> <p>Note: If the Service Member completed this section of the eForm via self-service, CCC reviews data entries for accuracy and corrects/updates as required.</p>
3.1.6	Complete the Pre-Separation Counseling section of the eForm	CCC/Service Member	<p>CCC/Service Member completes the Pre-Separation Counseling section of the eForm</p> <p>Refer to the eForm Job Aid for Managers and Counselors (Pre-Separation Counseling)</p>

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>CCC/Service Member completes the Pre-Separation Needs Assessment section of the eForm.</p> <p>CCC/Service Member completes the Warm Handovers to supporting agencies section of the eForm, only if applicable</p> <p>Note: If the Service Member completed any of these sections of the eForm via self-service, CCC reviews data entries for accuracy and corrects/updates as required.</p>
3.1.7	Review, sign and print copy of Pre-Separation counseling DD2648	CCC/Service Member	<p>CCC/Service Member review, sign and print copy of Pre-Separation Counseling DD2648</p> <p>Ensure all data elements have been completed and click the button to sign. A box will open and click yes to acknowledge signature.</p> <p>Note 1: Until the required fields are filled out correctly and completely, participants will not have an option to sign form. If the Service Member signed the form during self-service and the form has been filled out completely. it will allow the counselor to sign immediately. If the eForm does not allow you to sign, please save the form by clicking the save button (Top right) and the eForm will provide a red box around any errors you may have.</p> <p>Note 2: If the SM did not sign in self-service, have the service member access the self-service application (they can use any electronic device with connectivity) by putting in their username and password, accessing the eForm and signing.</p> <p>CCC prints completed Pre-Separation counseling eForm</p> <p>CCC provides a copy to Service member, and ensures a copy is placed in the service record and retained on file for 2 years.</p>

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
3.1.8	Access and print DD Form 2586 Verification of Military Experience and Training (VMET)	CCC/Service Member	<p>CCC/Service Member access and print DD Form 2586 Verification of Military Experience and Training (VMET) from DoDTAP for Service Member's and Veterans home page.</p> <ol style="list-style-type: none"> 1. On the main page, with your mouse, highlight the VMET TAB at the top of the page. 2. Select Access VMET Documents When you select "Access VMET Documents", it allows you to select the applicable radio button for which document you need and click the "Submit" button. DoDTAP for Service Members and Veterans will then provide either your VMET DD2586 or cover letter as a PDF that you can download and print locally. 3. Select the desired document and click the "Submit" button; the document will open in PDF format for downloading and printing. <p>The VMET document lists your military experience and training which may have application to employment in the private sector. Use the document as a tool to prepare resumes and job applications, in concert with evaluation reports, training certificates, awards, transcripts, and other pertinent documents. It is <i>not an official transcript</i> for purposes of granting college credit, but it can be used to <i>support</i> that you have met training and/or course requirements to qualify for civilian occupations, certificates, licenses, or programs of study. Credit recommendations from the American Council of Education (ACE) for occupations and/or courses are listed when they are available; academic institutions determine which credits are applicable to a program of study.</p> <p>VMET Updates vs. Your Separation If your VMET document is not fully updated by the time you take your Transition classes and separate, that is still considered acceptable, since the Transition Counselors know that the VMET document has a lengthy lag time for update delays. The Date of Information (block 5) on your VMET document is the last date we received information from the Services for you, as it usually lags about 3-6 months behind the current date. What this means is that anything that occurred after that date will</p>

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			not appear on this VMET; you will have to wait for the next quarter of data to be loaded into VMET to see that information.
3.1.9	Register for Veterans Affairs (VA) e-Benefits	Service Member	<p>Service Member registers for Veterans Affairs (VA) e-Benefits (DoD self-service logon).</p> <p>Register for Veterans Affairs (VA) e-Benefits at: https://www.ebenefits.va.gov/ebenefits-portal</p>
3.1.10	Print and issue Individual Transition Plan (ITP) to Service Member	CCC	<p>CCC prints and issues ITP (Blocks 1-6) to Service Member during pre-separation counseling.</p> <p>ITP (Blocks 1-6) are available at: http://www.public.navy.mil/bupers-npc/career/transition/Pages/TAP.aspx</p> <p>The ITP is also accessible from the DoDTAP website at: https://dodtap.mil/rest/docs?filename=Individual_Transition_Plan.pdf</p>
3.1.11	Complete Block 1 Section I of the ITP	Service Member	<p>Service Member completes Block 1 Section I, Identify Post-transition Personal/Family Requirements, of the ITP with assistance from CCC.</p> <p>The ITP is based on a standard DoD template and is the key document to navigate the Transition GPS curriculum. ITP Block 1 is available at: http://www.public.navy.mil/bupers-npc/career/transition/Pages/TAP.aspx</p> <p>The ITP is an evolving document that is reviewed and modified throughout the entire transition process.</p> <ul style="list-style-type: none"> Complete Block 1 Section I of the ITP: Identify Post-transition Personal/Family Requirements <ul style="list-style-type: none"> Taking Care of Individual/Family Needs Assessing Benefits and Entitlements Getting Financially Ready Attach DD2648, Pre-separation Counseling Checklist to the ITP

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<ul style="list-style-type: none"> • Inform Service Member to bring initiated ITP to Transition GPS and update accordingly • Additional ITP Blocks are available at: http://www.public.navy.mil/bupers-npc/career/transition/Pages/TAP.aspx <p>ITP will be reviewed by command representative during Career Readiness Standards verification as part of Capstone Review near the completion of the Transition process.</p>
3.1.12	Does Service Member meet exemption criteria for DOL workshop?	CCC	<p>Does Service Member meet exemption criteria for Department of Labor (DOL) workshop portion of Transition GPS Seminar?</p> <p>All transitioning Service Members are required to complete the Pre-Separation/Transition Counseling, attend the VA Benefits Briefings, and Capstone Review. No one is exempt from attending these mandatory components of TAP. Note: Flag Officers are exempt from CRS, ITP, and Capstone.</p> <p>However, Service Members meeting the following criteria may be exempt from participation in DOL Employment Workshop (DOLEW). The exemptions are as follows:</p> <ol style="list-style-type: none"> 1. Service members retiring after 20 or more years of active federal service in the military departments. 2. Eligible Service members, who, after serving their first 180 continuous days or more on active duty, pursuant to Title 10 U.S.C., that meet at least one of the following: <ul style="list-style-type: none"> ○ Are able to provide documented evidence of civilian employment. ○ Are able to provide documented acceptance into an accredited career technical training, undergraduate, or graduate degree program. ○ Have previously attended the DOL Employment Workshop (TAP workshop)

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>Service Members who have specialized skills which, due to unavoidable circumstances, are needed to support a unit on orders scheduled to deploy within 60 days. The first commander in the eligible Service members' chain of command, with authority pursuant to Chapter 47 of the Uniform Code of Military Justice (UCMJ), must certify on the DD 2648 eForm any such request for exemption from the DOLEW. A make-up plan must accompany the postponement certification.</p> <p>Service Members who qualify for an exemption, and elect not to participate in the DOLEW, must request to be exempted and formally record their decision on the ITP.</p> <p>Service Members who are exempt may still participate in the DOLEW, if desired.</p> <p>If Yes, go to 3.1.13. If No, go to 3.1.14.</p>
3.1.13	Schedule VA Benefits Briefing (for those exempt from DOL workshop)	CCC	<p>CCC schedules VA Benefits Briefing (for those exempt from DOL workshop).</p> <p>No Service Members, including Reservists, are exempt from participating in pre-separation counseling or the VA Benefits Briefing.</p> <p>Note: An exempt Service Member must formally document their decision to not participate in the DOL workshop on the DD 2648 eForm.</p> <p>Go to 3.2.</p>
3.1.14	Schedule Transition GPS	CCC	<p>CCC schedules Transition GPS with Fleet and Family Service Center (FFSC).</p> <p>A virtual Transition GPS course is now available on the Joint Knowledge Online (JKO) website which meets all requirements. Service Members</p>

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>electing to complete the virtual curriculum must meet the following criteria:</p> <ul style="list-style-type: none"> • be assigned at an isolated or remote duty station, 50 miles or greater from the nearest military installation that offers the Transition GPS course in a traditional “brick and mortar” classroom setting. Transition GPS is standardized across all branches of the service and Service Members may attend, depending on quota availability, at any military installation to meet the requirements of the law. • deployed or have a short notice separation date, making it difficult to obtain a quota for attending Transition GPS at a military installation. <p>When Service Members complete virtual Transition GPS via JKO they are automatically mustered in the DMDC Tap website. Attendance at a Transition GPS facility is the preferred method and every effort should be made to secure a quota prior to separation, regardless of the circumstances of that separation (administrative or punitive). Service Members separating during or shortly after a deployment should complete the classroom Transition GPS prior to that deployment. Procedures for enrolling in virtual Transition GPS on JKO are located at: http://www.public.navy.mil/bupers-npc/career/transition/Pages/TAP.aspx.</p> <p>Remote or isolated areas (ships underway with unplanned separations) without internet access may complete virtual Transition GPS curriculum modules via compact disc (CD). To request a copy of the Transition GPS CD, contact OPNAV N170C points of contact listed in NAVADMIN 154/14 Para 11. When Service Members complete virtual Transition GPS via CD, commands are required to verify course completion and document completion via the session of DMDC Tap website at: https://www.dmdc.osd.mil/tacl.</p> <p>Note 1: Adverse Separations: The Characterization of a Service Member's service does not remove eligibility for attending core components of Transition GPS (formerly TAP). Service Members who</p>

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>are being administratively separated (ADSEP) under honorable, general or other than honorable conditions are not exempt from Transition GPS participation. It is highly recommended that Transition GPS quotas be obtained as soon as ADSEP processing is initiated, when possible. If a Service Member has an Administrative Separation (ADSEP) letter and is pending imminent separation and subsequently becomes eligible/chooses to be retained in service, his/her CO must issue another letter rescinding the ADSEP letter IAW NAVADMIN 178/15 stating the Service Member will be retained in service. Please ensure your separation clerks/supervisors are aware of these changes.</p> <p>Note 2: Deployment Planning: It is the Commander's responsibility to ensure separating Service Members complete Transition GPS and meet their career readiness standards. Pro-active planning will be required to ensure Service Members attend Transition GPS before deployment, or are released from deployment early enough to attend prior to separation. It is NOT the Transient Personnel Unit's (TPU) or PSD's responsibility to secure a quota for Transition GPS; that responsibility remains with the parent command.</p> <p>Note 3: There is no authority to hold personnel past their End of Active Obligated Service (EAOS) to attend Transition GPS. Personnel may attend Transition GPS up to 90 days after separating from Active Duty, if space is available, and in a non-pay status.</p>
3.1.15	Verify Service Member has completed required documentation	CCC	<p>CCC verifies Service Member has completed required documentation prior to attendance at Transition GPS.</p> <p>Attend Transition GPS and provide the following documents:</p> <ul style="list-style-type: none"> Completed DD 2648 eForm Pre-separation Counseling Checklist Registration information for Veterans Affairs (VA) e-Benefits at https://www.ebenefits.va.gov/ebenefits-portal Block 1 Section I of the ITP completed

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
3.2	Update Career Decisions section of CIMS	CCC	<p>CCC updates Career Decisions section of Career Information Management System (CIMS).</p> <p>Command transition/career counselors utilize the web version of the Career Information Management System, career decision section, available at: https://nsipsprod.nmci.navy.mil/nsipsclo/jsp/index.jsp to enter and track Transition GPS completion data.</p> <p>Login to NSIPS: Career Information Management Systems > Use > Career Decisions. Enter Service Member's SSN.</p> <p>1. Plan Type - "SEP" (Separation), "FLT" (Fleet Reserve) and RET (Retirement) will bring up the Transition Section - Only one plan type and date allowed at a time</p> <p>2. Planned Date - Date of Separation, Fleet Reserve or Retirement - Only one plan type and date allowed at a time</p> <p>Note: Plan Type, Date, and all other GPS fields can be updated until the Planned Date passes; after that, a new plan will need to be created.</p> <p>3. GPS Required:</p> <ul style="list-style-type: none"> a. If yes, # 4 will be hidden b. If no, # 4 is required to be entered <p>4. GPS Exemption - Since exemption policy was not published at release, only two placeholders are available: Demobilized Reservist and Hospitalized. Four other exemptions can be created and can be activated upon publication of policy.</p> <p>5. GPS Scheduled Checkbox – updated when the Service Member has a confirmed class quota</p>

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>6. DD2648 – Date the Service Member's DD 2648 eForm Pre-Separation Counseling was completed</p> <p>Select Save.</p> <p>Note: CCC will continue to update CIMS as Service Member achieves additional transition milestones.</p>
3.3	Ensure compliance with SHPE program requirements for all Service Members, to include Reserve Component (RC) Members	CPPA/Service Member	<p>CPPA/Service Member ensure compliance with Separation History and Physical Examination (SHPE) program requirements for all Service Members, to include Reserve Component (RC) Members.</p> <p>Comply with requirements identified in NAVADMIN 187/16, as required</p> <p>Unit Commanders and Officers-In-Charge are directed to take all appropriate actions to identify SHPE processing issues well in advance of the separation of Service Members and coordinate as necessary with their respective chains of command, Bureau of Naval Personnel, and BUMED to ensure the requirements of NAVADMIN 187/16 are met.</p> <p>All members of the Navy preparing for release from active duty must complete a comprehensive SHPE prior to their scheduled date of release. This also applies to RC members in an active duty status for 180 days or more, RC members separating after 180 days or more of continuous service on active duty orders, or RC members separating with 30 days or more of continuous service on active duty orders in support of a Contingency Operation.</p> <p>All commands will advise their qualifying Service Members at least 180 days prior to their separation that they need to complete a SHPE. This advisement will occur on NAVPERS 1070/13 Administrative Remarks. Attendance at the Transition Assistance Program (TAP) and subsequent Transition: GPS (Goals, Plans, and Success) modular curriculum is not a substitute for the notification process.</p>

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>CPPA will prepare SHPE NAVPERS 1070/13 Administrative Remarks for Service Member signature and coordinate with supporting PSD to ensure page 13 is e-subbed to Service Member's OMPF.</p> <p>Note: NSIPS 1.4.6 (released JUN 2016) established new features for the CPPA role for the Active Duty component. Active Duty component CPPAs now have the ability to create Honors and Awards, Personnel Qualification Standards (PQS), and Administrative Remarks (temporary or permanent). These three components will be electronically routed to all Personnel Supervisors within a servicing Personnel Support Detachment (PSD) for verification.</p>
4	Prepare for Transition GPS/TAP and/or VA Benefits Briefing	Service Member/ CCC/FFSC Staff	<p>Prepare for Transition GPS/TAP and/or VA Benefits Briefing.</p> <p>Attend Transition GPS and provide the following documents:</p> <ul style="list-style-type: none"> • Completed DD 2648 eForm Pre-separation Counseling Checklist • Registration information for Veterans Affairs (VA) e-Benefits at https://www.ebenefits.va.gov/ebenefits-portal • Block 1 Section I of the ITP completed <p>In addition to required documentation, it is recommended that Service Member bring the following documents for personal use:</p> <ul style="list-style-type: none"> • Copy of Verification of Military Experience and Training (VMET): https://www.dmdc.osd.mil/tgps/ • Most recent LES: https://mypay.dfas.mil/mypay.aspx • Copy of personal credit report: https://www.annualcreditreport.com/cra/index.jsp • Copy of Career Interest Inventory Assessment from O*Net "Interest Profiler": www.mynextmove.org/explore/ip • Copy of Joint Services Transcript (JST) (formerly SMART): https://jst.doded.mil/smart/signIn.do • Copy of Evals/FITREPS

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
4.1	Complete Block 1 Section II of the ITP	Service Member	<p>Service Member completes Block 1 Section II, Evaluate Military and Civilian Experience and Training, of the ITP.</p> <p>Complete Block 1 Section II of ITP: Evaluate Military and Civilian Experience and Training:</p> <ul style="list-style-type: none"> • Document job related training • Verifying eligibility for licensure, certification • Identify career field(s) you are qualified to enter
4.1.1	Obtain copy of VMET	Service Member	<p>Service Member obtains copy of VMET, if required.</p> <p>Note: VMET is readily accessible from the Service Member's client record homepage, and may have been previously accessed and printed during pre-separation counseling session.</p> <p>VMET enables a Service Member to document portfolio of knowledge, experience, skills, talents, and abilities. DD2586, "Verification of Military Experience and Training" outlines the training and experience received during a military career. To obtain verification document, go to the VMET website at: https://www.dmdc.osd.mil/tgps/ or https://dodtap.mil/login.html</p> <p>All separating military personnel can electronically download and print their VMET document and personal cover letter from their military service from the VMET website. Select the "Request Document" and "Request Cover Letter" tabs, download, and print each of these documents.</p> <p>Service Members can obtain their verification document online as long as they have a current DoD Common Access Card (CAC) or have a current Defense Finance, Accounting Service (DFAS) myPay Personal Identification Number (PIN), or DS Logon. If there are problems accessing VMET, check with the local Transition Counselor for assistance.</p>

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
4.1.2	Obtain copy of JST	Service Member	<p>Service Member obtains copy of Joint Services Transcript (JST) (formerly SMART).</p> <p>JST documents college courses, degrees, and certifications completed on Active Duty through Tuition Assistance or the Navy College Program for Afloat College Education (NCPACE), and all other college courses completed at institutions accredited by a regional, national or professional accrediting agency recommended by the U.S. Department of Education.</p> <p>JST also provides recommended college credit for military occupational experience and training. Recommendations are made by the American Council on Education (ACE).</p> <ul style="list-style-type: none"> • A CAC and CAC-enabled computer is required • Login to JST at: https://jst.doded.mil/smart/signIn.do <ul style="list-style-type: none"> ○ Review JST to verify data accurately reflects all training and education ○ Take all necessary actions to ensure JST is current, accurate, and complete ○ Use correction procedures identified on the JST Welcome page. See “How to make updates or corrections to your JST” ○ Use JST to facilitate degree planning
4.1.3	Obtain copy of Interest Inventory Assessment	Service Member	<p>Service Member obtains a copy of their Career Interest Inventory Assessment from O*Net “Interest Profiler”</p> <ul style="list-style-type: none"> • Discover how interests relate to the world of work using the O*NET “Interest Profiler” at: www.mynextmove.org/explore/ip • Translate military skills, training, and experience into civilian occupations, credentials, and employment using the O*NET OnLine “Crosswalk Search” at: www.online.onetcenter.org/crosswalk

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<ul style="list-style-type: none"> Find civilian credentials related to enlisted ratings, officer designators, or collateral duty/out of rate assignments using Navy COOL at: https://www.cool.navy.mil.
4.1.4	Obtain copy of personal credit report	Service Member	<p>Service Member obtains copy of personal credit report from: https://www.annualcreditreport.com/cra/index.jsp.</p> <p>Credit report will be used to prepare 12-month budget during PFM seminar portion of Transition GPS.</p>
4.1.5	Obtain copy of most recent LES	Service Member	Service Member obtains copy of most recent LES from: https://mypay.dfas.mil/mypay.aspx .
4.1.6	Obtain copy of Evals/FITREPS	Service Member	Service Member obtains copy of Evals/FITREPS.
4.2	Is Service Member exempt from DOL workshop?	Service Member	<p>Is Service Member exempt from DOL workshop?</p> <p>All transitioning Service Members are required to complete the Pre-Separation/Transition Counseling, attend the VA Benefits Briefings, and Capstone Review. No one is exempt from attending these mandatory components of TAP. Note: Flag Officers are exempt from CRS, ITP, and Capstone.</p> <p>However, Service Members meeting the following criteria may be exempt from participation in DOL Employment Workshop (DOLEW). The exemptions are as follows:</p> <ul style="list-style-type: none"> Service members retiring after 20 or more years of active federal service in the military departments. Eligible Service members, who, after serving their first 180 continuous days or more on active duty, pursuant to Title 10 U.S.C., that meet at least one of the following: <ul style="list-style-type: none"> Are able to provide documented evidence of civilian employment. Are able to provide documented acceptance into an accredited career technical training, undergraduate, or graduate degree program.

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<ul style="list-style-type: none"> ○ Have previously attended the DOL Employment Workshop (TAP workshop) <p>Service Members who have specialized skills which, due to unavoidable circumstances, are needed to support a unit on orders scheduled to deploy within 60 days. The first commander in the eligible Service members' chain of command, with authority pursuant to Chapter 47 of the Uniform Code of Military Justice (UCMJ), must certify on the DD 2648 eForm any such request for exemption from the DOLEW. A make-up plan must accompany the postponement certification.</p> <p>Service Members who qualify for an exemption, and elect not to participate in the DOLEW, must request to be exempted and formally record their decision on the ITP.</p> <p>Service Members who are exempt may still participate in the DOLEW, if desired.</p> <p>If Yes, go to 4.3. If No, go to 4.4.</p>
4.3	Attend VA Benefits Briefing	Service Member	<p>Service Member attends VA Benefits Briefing.</p> <p>Veterans' Benefit Briefing includes federal benefits for Veterans and Dependents:</p> <ul style="list-style-type: none"> • VA Compensation and Pension Benefits • VA Benefits Summary • Benefits for Veterans of Enduring Freedom/Iraqi Freedom and Other Theaters of Operation, if applicable • Summary of VA Benefits for Guard and Reserve Members, if applicable <p>Go to 4.5.</p>

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
4.4	Attend Transition GPS	Service Member	<p>Service Member attends Transition GPS.</p> <p>Mandatory 5-day Transition GPS core curriculum provides the following:</p> <ul style="list-style-type: none"> • Resilient transition • Special issues • Considerations for families • Support systems • Value of a mentor • Stress management • Military occupational code crosswalk gap analysis • Financial planning • VA Benefits Briefings 1 and 2 • DOL Employment Workshop • ITP review
4.5	Determine post-transition career path	Service Member	<p>Service Member determines their post-transition career path.</p> <p>Complete Block 1 Section III of ITP: Determine Post-transition Career Path.</p> <ul style="list-style-type: none"> • Service Member determines the career field to pursue based on personal, family, and financial obligations and desires <ul style="list-style-type: none"> ○ Desired Career Field ○ Desired Relocation Destination • Designate your transition career path
4.6	Update Career Decisions section of CIMS	CCC	<p>CCC updates Career Decisions section of CIMS.</p> <p>Command transition/career counselors utilize the web version of the Career Information Management System, career decision section,</p>

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>available at: https://nsipsprod.nmci.navy.mil/nsipsclo/jsp/index.jsp to enter and track Transition GPS completion data.</p> <p>Login to NSIPS: Career Information Management Systems > Use > Career Decisions. Enter Service Member's SSN.</p> <p>CCC updates GPS Completed – Date the GPS course was completed.</p> <p>Select Save.</p> <p>Note: If CIMS had not been previously updated, CCC updates accordingly. Refer to Step 3.2, as required.</p>
4.7	Report Transition GPS attendance	FFSC Staff	<p>FFSC Staff report Transition GPS attendance, as applicable.</p> <p>FFSC enters Transition GPS attendance data into DMDC web based application available at: https://www.dmdc.osd.mil/tacl no later than 5 days after the end of each month.</p>
5	Document post-transition career path	Service Member/CCC/FFSC Staff	<p>Document post-transition career path.</p> <p>Participation in the individual Transition GPS tracks is based on Service Member's ability to attain CRS. The Transition GPS tracks are:</p> <ul style="list-style-type: none"> • accessing higher education • technical training • entrepreneurship <p>For more information on additional tracks and scheduled dates in your area visit:</p> <p>http://www.cnmc.navy.mil/ffr/family_readiness/fleet_and_family_support_program/transition_assistance/TransitionGPSGuidance.html</p>
5.1	Complete ITP	Service Member/CCC	Service Member completes ITP

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
5.1.1	Designate a specific transition career path	Service Member	<p>Service Member designates a specific transition career path.</p> <p>Select the specific transition career path to pursue. Use collected documentation, personal, family, and financial obligations to determine the appropriate transition career path. Complete appropriate Block of ITP.</p> <ul style="list-style-type: none"> • Employment (refer to ITP Block 2, Employment) <ul style="list-style-type: none"> ○ I am qualified to seek immediate employment in my desired career field or I plan to explore future employment opportunities. • Education (refer to ITP Block 3, Higher Education) <ul style="list-style-type: none"> ○ I require additional education in my desired career field. • Technical Training (refer to ITP Block 4, Technical Training) <ul style="list-style-type: none"> ○ I require additional technical training in my desired career field. • Entrepreneurship (refer to ITP Block 5, Entrepreneurship) <ul style="list-style-type: none"> ○ I desire to start my own business.
5.1.2	Schedule optional two-day transition GPS Career Track course(s)	CCC	<p>CCC schedules optional two-day transition GPS Career Track course(s), if applicable.</p> <p>There are three optional (2 day) Transition GPS Career Track courses active Service Members and Reserve Component (RC) personnel may choose to attend that provides information tailored to specific goals:</p> <ul style="list-style-type: none"> • Accessing Higher Education – for those pursuing college education, particularly for those using the GI Bill • Career Technical Training – for those pursuing technical/vocational work particularly for those using the GI Bill • Entrepreneurship Track – a small business administration workshop for those wanting to start a business or be self-employed

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>These career tracks are not mandatory but are offered as additional opportunities to meet the needs of transitioning active Service Members/Reserve Component personnel and help them attain the Career Readiness Standards (CRS) needed to adequately prepare for separation. Please note, there are no CRS for attending the Entrepreneurship Track.</p> <p>The career track decision is based upon goals shown on the Service Member's post-transition career path as depicted on the Individual Transition Plan (ITP) Block 1, Section III and the designated transition career path.</p> <p>LIMITED PARTICIPATION:</p> <ul style="list-style-type: none"> • Bad Conduct or dishonorable discharge – not eligible to attend optional tracks or Capstone event • Other than honorable discharge – CO determines whether Service Member attends optional tracks or Capstone event
5.1.3	Attend optional two-day transition GPS Career Track course(s)	Service Member	<p>Service Member attends optional two-day transition GPS Career Track course(s), if applicable.</p> <p>The transitioning active Service Member/Reserve Component personnel should bring the following to class:</p> <ul style="list-style-type: none"> • Pre-separation Counseling Checklist, DD2648 eForm, signed copy • JST of transcripts (shows validation of military credits for college) • Skills Assessment results (O*NET Interest Profiler or Kuder Journey) • Corresponding ITP <ul style="list-style-type: none"> ○ Career Path Higher Education (ITP Block 3), or ○ Career Path Technical Training (ITP Block 4), or

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<ul style="list-style-type: none"> ○ Career Path Entrepreneurship (ITP Block 5)
5.1.4	Complete appropriate ITP Block based upon specific transition career path.	Service Member	Service Member completes appropriate ITP Block based upon specific transition career path.
5.1.5	Create a transition timeline	Service Member	<p>Service Member creates a transition timeline.</p> <p>Complete Block 6 of the ITP, Transition Milestones:</p> <p>Use this template to develop an individual transition timeline. The example is not intended to be an all-inclusive list of actions applicable to a transition. However, the items marked as "Required" are mandatory planning activities and must be completed to achieve the required Career Readiness Standards applicable to a chosen career path. Additional room is provided to allow the Service Member to tailor this timetable to meet specific requirement.</p>
5.2	Schedule mandatory Capstone event	CCC/FFSC Staff	<p>CCC and FFSC Staff schedule mandatory Capstone event.</p> <p>The mandatory Capstone event for all Transition GPS participants is presented by the Fleet and Family Support Center. The Capstone event will occur not less than 90 days from separation/retirement. The Capstone event verifies that transitioning Service Members have met Career Readiness Standards, received the transition services requested, and have a viable ITP.</p> <p>LIMITED PARTICIPATION:</p> <ul style="list-style-type: none"> • Bad Conduct or dishonorable discharge – not eligible to attend optional tracks or Capstone event • Other than honorable discharge – CO determines whether Service Member attends optional tracks or Capstone event
6	Complete Ready Reserve affiliation requirements	Service Member/ CCC/CPPA/Clerk	<p>Complete Ready Reserve affiliation requirements.</p> <p>Refer to the following websites and MPM, as applicable:</p>

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>ISP: http://www.public.navy.mil/bupers-npc/reference/milpersman/1000/1100Recruiting/Pages/default.aspx</p> <p>Reserve benefits: http://www.navyreserve.com/benefits/</p> <p>Active Component and Full Time Support (FTS) To Selected Reserve (SELRES) Delayed Affiliation Program (DAP) MILPERSMAN 1133-062</p>
6.1	Receive and verify Separation authority	CCC/CPPA	<p>CCC/CPPA receives and verifies Separation authority, if applicable.</p> <p>Separation authority can be based on various sources depending on the circumstances and nature of the separation.</p> <p>For Officers Only, the separation authority is provided via a set of orders issued by Naval Personnel Command (NPC) received through Navy Standard Integrated Personnel System (NSIPS); downloaded from Bureau of Naval Personnel (BUPERS) Online (BOL); via Naval message, or received from Customer Command via Transaction Online Processing System (TOPS).</p> <p>For Enlisted personnel, separation authority can be received in the form of Naval message or letter from Commanding Officer or higher authority, as in the case of Administrative Separations (ADSEPS), or be based on local/broad authority such as separation at the expiration of active obligated service (EAOS) per the Military Personnel Manual (MILPERSMAN).</p>

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>Current force shaping initiatives, such as C-WAY or new HYT limits, will also result in separation processing and supporting documentation (e.g., C-WAY Reenlistment/Rate Conversion Disapproval notification).</p> <p>For the purpose of this SOP, the term “separation authority” will apply to any of the situations described above. NSIPS separation travel orders are prepared by local PSD in the Navy Standard Integrated Personnel System (NSIPS) order writing module.</p> <p>Note 1: Refer to MPM 1133-090 when processing Release from Active Duty (RAD) for Service Members under the New Accession Training (NAT) Programs.</p> <p>Note 2: Refer to MPM 1133-062 when processing Active Component (AC) and Full Time Support (FTS) to Selected Reserve (SELRES) Delayed Affiliation Program (DAP).</p> <p>Note 3: Refer to NAVADMIN 178/15 when processing a Sailor with an Administrative Separation (ADSEP) letter and is pending imminent separation; and becomes eligible/chooses to be retained in service, his/her CO must issue another letter rescinding the ADSEP letter IAW NAVADMIN 178/15 stating the Service Member will be retained in service. Please ensure your separation clerks/supervisors are aware of these changes.</p>
6.2	Review Separation authority with Service Member	CCC	<p>CCC reviews Separation authority with Service Member, if applicable.</p> <p>CCC counsels Service Member to obtain a separation identification card for himself/herself or family members after date of separation for TAMP benefits, if applicable.</p> <p>Note: TAMP provides 180 days of transitional healthcare benefits to help certain uniformed Service Members and their families transition to civilian life. Defense Enrollment Eligibility Reporting System (DEERS) is the official system of record for benefits eligibility. Additional transitional healthcare benefits information can be found at www.tricare.mil/tamp.</p>

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
6.3	Is Service Member being involuntarily separated?	Service Member/CCC/ CPPA	<p>Is Service Member being involuntarily separated?</p> <p>Refer to OPNAVINST 1900.4, MILPERSMAN 1920-040, and 1133-062 as required.</p> <p>Refer also to NAVADMIN 143/17 and NAVADMIN 290/17 for modifications to enlisted high year tenure Length of Service (LOS) gates, eligibility guidelines, and Involuntary Separation Pay for active duty and full time support personnel.</p> <p>Service Members who are being involuntarily separated from Active Duty to include Officer Failure of Selection, C-WAY Reenlistment/Rate Conversion Disapproval, High Year Tenure (HYT), Reduction in Force (RIF), etc., may be eligible for Involuntary Separation Pay (ISP) contingent upon agreement to serve in the Ready Reserve. The Ready Reserve consists of both the Selected Reserves (SELRES) and the Individual Ready Reserve (IRR).</p> <p>Service Members who are involuntarily separated from Active Duty and subsequently approved for DAP must comply with the requirements set forth in MILPERSMAN 1910-050 as a condition of eligibility for Involuntary Separation Pay (ISP).</p> <p>Refer to MPM 1133-062, para 8.</p> <p>If Yes, go to 6.4. If No, go to 6.9.</p>
6.4	Is member entitled to Disability Severance Payment (DSP)?	CCC/CPPA and Clerk	<p>Is member entitled to Disability Severance Payment (DSP)?</p> <p>Refer to DODFMR Vol 7A 3505 for entitlement and computation.</p> <p>If Yes, go to 6.4.1 If No, go to 6.5</p>

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
6.4.1	Determine if member's disability severance pay is taxable or non-taxable income	CCC/CPPA and Clerk	<p>CCC/CPPA and Clerk determine if member's disability severance pay is taxable or non- taxable income.</p> <p>Refer to DODFMR Vol 7A 350504 for guidelines. Normally DSP is taxable income, however, it may not be subject to tax withholding or reporting if service member meets certain conditions.</p>
6.4.2	Determine if member is entitled to VA compensation after payment of DSP	CCC/CPPA and Clerk	<p>CCC/CPPA and Clerk determine if member is entitled to VA compensation after payment of DSP</p> <p>Refer to DODFMR Vol 7A 350504C through 350504E for guidelines when the VA awards the member disability compensation and the applicable tax withholding procedures.</p> <p>Note: A member's disability severance pay may still qualify for an exemption from taxation under subparagraph 350504.A.2.</p> <p>Go to 7 (Participate in Capstone event and document CRS)</p>
6.5	Verify Ready Reserve affiliation requirements and ISP eligibility	CCC/CPPA and Clerk	<p>CCC/CPPA and Clerk verify Ready Reserve affiliation requirements and ISP eligibility for Service Members involuntarily separated from Active Duty</p> <p>CCC/CPPA and Clerk verify Ready Reserve affiliation requirements and ISP eligibility for Service Members involuntarily separated from Active Duty to include C-WAY Reenlistment/Rate Conversion Disapproval, High Year Tenure (HYT), Reduction in Force (RIF), Delayed Affiliation Program (DAP) etc., as required.</p> <p>Refer also to NAVADMIN 143/17 for modifications to Involuntary Separation Pay for active duty and full time support personnel.</p>
6.5.1	Verify Service Member meets the criteria for ISP	CPPA and Clerk	<p>CPPA and Clerk verify Service Member meets the criteria for ISP.</p> <p>Refer to OPNAVINST 1900.4 and MILPERSMAN 1920-040 for "full" and "half" pay criteria.</p>

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			Special attention should be made to ensure that Command Career Counselors/Command Representatives verify eligibility for “full” or “half” ISP and the reserve affiliation procedures for Service Members who are being involuntarily separated from Active Duty, to include C-WAY Reenlistment/Rate Conversion Disapproval, High Year Tenure (HYT), Reduction in Force (RIF), etc.
6.5.2	Verify Ready Reserve affiliation requirements	CCC	<p>CCC verifies Ready Reserve affiliation requirements, as required.</p> <p>A Service Member who enters into this written agreement and who is qualified for the Ready Reserves shall, upon separation from Active Duty, be enlisted as a Reserve member. If the Service Member has a service obligation under initial military service obligation, or any other law that is not completed at the time of separation from Active Duty, the 3-year obligation shall begin on the day after the day on which the Service Member completes his or her obligation under such section of the law.</p> <p>Contact PERS-93 (IRR) and (PERS-9X) for SELRES, as required.</p>
6.6	Does Service Member meet criteria/requirements?	CCC/CPPA and Clerk	<p>Does Service Member meet criteria/requirements?</p> <p>For Service Members that meet all requirements other than reenlistment, the Service Member’s command will forward a signed original of the Agreement to Serve NAVPERS 1070/613 to the supporting PSD/Personnel office for completion of the Certificate of Release or Discharge from Active Duty (DD214) and inclusion of the NAVPERS 1070/613 into the Official Military Personnel File (OPMF).</p> <p>If No, go to 7. If Yes, go to 6.7</p>
6.7	Does Service Member desire or is the Service Member required to affiliate with the Ready Reserves?	Service Member	<p>Does Service Member desire or is the Service Member required to affiliate with the Ready Reserves?</p> <p>Per OPNAVINST 1900.4 (Series), MPM 1133-062, 1920-030, 1920-040, 1910-050 (Enlisted), and 1920-050 (Officer), as a condition of eligibility</p>

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>for involuntary separation pay (ISP), Service Members must agree to serve for 3 years in the Ready Reserve in addition to any other remaining service obligation.</p> <p>Affiliation with the SELRES or the IRR is at the choice of the Service Member and either obligation will satisfy the Reserve obligation requirement for ISP.</p> <p>If Yes, go to 6.8. If No, go to 7.</p>
6.8	Complete NAVPERS 1070/613	CPPA/Service Member	CPPA and Service Member complete NAVPERS 1070/613.
6.8.1	Prepare NAVPERS 1070/613	CPPA	<p>CPPA prepares NAVPERS 1070/613.</p> <p>As a written agreement to serve, all Service Members eligible for DAP or ISP are required to sign a NAVPERS 1070/613 Administrative Remarks (Page 13) service record entry prior to separation from Active Duty as a condition of eligibility for DAP or ISP. An ISP example entry for the NAVPERS 1070/613 can be found in MILPERSMAN 1910-050.</p> <p>Note: For Service Members that meet all requirements other than reenlistment, the Service Member's command will forward the signed original of the Agreement to Serve, on NAVPERS 1070/613 to the supporting PSD/Personnel office for completion of the Certificate of Release or Discharge from Active Duty (DD214) and inclusion of the NAVPERS 1070/613 into the Official Military Personnel File (OPMF).</p>
6.8.2	Sign NAVPERS 1070/613 Agreement to Serve	Service Member	Service Member signs NAVPERS 1070/613 Agreement to Serve.
6.8.3	Submit NAVPERS 1070/613 to servicing PSD	CPPA	CPPA submits NAVPERS 1070/613, "Agreement to Serve", to servicing PSD via Transaction Online Processing System (TOPS).

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>This provides advance notification to PSD that customer command will require DD214 WS in order to submit Reserve affiliation request to PERS-93 in order to qualify for ISP.</p> <p>Go to 7.</p>
6.9	Does separating Service Member have a mandatory Reserve obligation based upon enlistment contract?	CCC	<p>Does separating Service Member have a mandatory Reserve obligation based upon enlistment contract?</p> <p>If separating prior to fulfilling 8 years of active service, Service Member must satisfy obligation by becoming a member of the Selective Reserves or Individual Ready Reserves as stipulated in Enlistment Contract and/or amendments.</p> <p>If Yes, go to 6.10. If No, go to 6.11.</p>
6.10	Process Military Service Obligation (MSO) commitment	Service Member/CCC	<p>Service Member/CCC process Military Service Obligation (MSO) commitment.</p> <p>Service Members initially enlisted in Regular Navy, who are completing their statutory military service obligation (MSO) in a Navy Reserve capacity, may enlist in the Navy Reserve for a term of 2, 3, 4, 5, or 6 years, provided such enlistment is effected under continuous service conditions.</p>
6.10.1	Does Service Member elect SELRES or IRR affiliation?	Service Member	<p>Does Service Member elect SELRES or IRR affiliation?</p> <p>If SELRES, go to 6.10.2. If IRR, go to 6.10.7.</p>
6.10.2	Complete NAVPERS 1306/97	Service Member	<p>Service Member completes Reserve Affiliation Screening Checklist (RASC) and Career Transition Office (CTO) Contact Information Sheet, NAVPERS 1306/97.</p> <p>See the Command Career Counselor and complete the CTO Contact Information Sheet and the Reserve Affiliation Screening Checklist</p>

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			immediately. Contact the CTO at 901-874-4108 or cto.enlisted@navy.mil if the CCC doesn't have these documents.
6.10.3	Submit RASC	Service Member/CCC	<p>Service Member/CCC submits RASC to CTO.</p> <p>Submit completed RASC to the CTO for all Service Members who intend to affiliate immediately at their EAOS/Release from Active Duty. Return the completed documents at cto.enlisted@navy.mil ASAP to begin transition.</p>
6.10.4	Maintain copy of completed RASC	CCC	CCC maintains copy of completed RASC.
6.10.5	Complete additional required affiliation paperwork	Service Member	<p>Service Member completes additional required affiliation paperwork (Bonus Page 13, Reserve Reenlistment contract, etc.) and returns documentation to the CTO.</p> <p>The CTO provides a signed Reserve contract and PRISE-R/Bonus Page 13s (if necessary).</p>
6.10.6	Contact NOSC	Service Member	<p>Service Member contacts Navy Operational Support Center (NOSC).</p> <p>7 to 10 days after EAOS, the Service Member will receive orders and a transition package. Once orders are received (via email), contact NOSC and confirm 1st drill date. DO NOT REPORT UNTIL DRILL WEEKEND.</p> <p>Go to 7.</p>
6.10.7	Register with IRR via MNP	Service Member	<p>Service Member registers with IRR via My Navy Portal (MNP).</p> <p>Service Member obtains Individual Ready Reserve (IRR) Registration Certificate from My Navy Portal (MNP).</p> <p>Go to 7.</p>
6.11	Review opportunities and benefits of Reserve Affiliation	Service Member/CCC	Service Member reviews the opportunities/benefits of Reserve Affiliation at: www.navyreserve.com and http://www.public.navy.mil/bupers-npc/career/transition/Pages/default.aspx .

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			Even if Service Member has fulfilled 8 years of military service, Service Member may want to explore joining the Reserves or National Guard.
6.11.1	Is Service Member interested in pursuing a Ready Reserve opportunity?	Service Member	Is Service Member interested in pursuing a Ready Reserve opportunity? If Yes, go to 6.11.2. If No, go to 7.
6.11.2	Is separating Service Member an Officer or Enlisted?	Service Member	Is separating Service Member, an Officer or Enlisted? If Officer, go to 6.11.3. If Enlisted, go to 6.11.4.
6.11.3	Contact CTO	Service Member	Service Member contacts Career Transition Office (CTO). Refer to Officer CTO website, as required: http://www.public.navy.mil/bupers-npc/career/transition/Pages/Officer.aspx Officer AC to RC Transition In the past, an officer who desired to join the Navy Reserve affiliated through a Navy recruiter who was required to follow the same procedure as a non-prior service applicant. Now, officers leaving Active Duty who have been approved for resignation and have indicated an interest in the Navy Reserve will be contacted by a Transition Assistant (TA) from the Career Transition Office (CTO) prior to separation. The TA will help facilitate an officer's affiliation with a Reserve Unit at a local Navy Operational Support Center (NOSC). In addition, the TA will prepare and coordinate all affiliation paperwork including billet assignment, Reserve officer appointment/oath, sponsors, bonus payments, and answer all questions concerning the Reserves. The CTO will make "transition" as smooth as

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>possible by eliminating unnecessary paperwork and streamlining the affiliation process.</p> <p>Officers currently serving on Active Duty, who desire to affiliate with the Navy Reserve, or need more information about Navy Reserve programs and opportunities, should contact the CTO at 901-874-4192 or cto.officer@navy.mil.</p> <p>As a Navy veteran, there is a distinct advantage to affiliating with the Navy Reserve before leaving Active Duty to avoid a gap in-service.</p> <p>Refer to Officer Opportunities in the Navy Reserve ppt presentation for more information: http://www.public.navy.mil/bupers-npc/career/transition/Pages/Officer.aspx</p> <p>Go to 7.</p>
6.11.4	Process Enlisted AC to RC transition	CCC/Service Member	<p>CCC/Service Member processes Enlisted AC to RC transition.</p> <p>Refer to Enlisted Career Transition Office (CTO) website, as required: http://www.public.navy.mil/bupers-npc/career/transition/Pages/TransitionProcess.aspx</p> <p>Preferred Method</p> <p>Enlisted Service Members desiring to transition into the Navy Reserve should contact their Command Career Counselor to submit a C-WAY SELRES application.</p> <p>Once approved, submit the Reserve Affiliation Screening Checklist to cto.enlisted@navy.mil.</p> <p>Complete any other required affiliation paperwork (Bonus Page 13, Reserve Reenlistment contract) and return to the CTO.</p>

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>Service Member will receive orders 7 to 10 days after EAOS along with a transition package. Once orders are received (via email), contact NOSC and confirm 1st drill date. DO NOT REPORT UNTIL DRILL WEEKEND.</p> <p>Note: C-WAY SELRES quota will expire 60 days after EAOS. If quota has expired and Service Member still desires to pursue Reserve opportunity, contact local Navy Reserve recruiter to affiliate with the Navy Reserve.</p> <p>Alternate Method</p> <p>If denied a C-WAY SELRES quota, or C-WAY SELRES quota has expired (60 days after EAOS), contact local Navy Reserve recruiter to affiliate with the Navy Reserve.</p>
6.11.5	Apply for a SELRES quota via Career Waypoints	CCC	<p>CCC applies for a selected Reserve quota via Career Waypoints.</p> <p>Application for C-WAY SELRES quota can be made between 13 and 3 months of a Service Member's EAOS.</p>
6.11.6	Was SELRES application approved?	CCC	<p>Was SELRES application approved?</p> <p>If Service Member does not receive a C-WAY SELRES quota, Service Member may still be able to affiliate via a local Navy Recruiter after EAOS.</p> <p>If Yes, go to 6.11.7.</p> <p>If No, go to 6.11.11.</p>
6.11.7	Complete and submit NAVPERS 1306/97	Service Member/CCC	<p>Service Member/CCC completes and submits Reserve Affiliation Screening Checklist (RASC) and Career Transition Office (CTO) Contact Information Sheet, NAVPERS 1306/97, to CTO.</p> <p>Once approved for a C-WAY SELRES quota, contact Command Career Counselor and complete the CTO Contact Information Sheet and the</p>

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			Reserve Affiliation Screening Checklist immediately. Contact the CTO at 901-874-4108 or cto.enlisted@navy.mil if CCC doesn't have these documents. Return the completed documents at cto.enlisted@navy.mil ASAP to begin transition.
6.11.8	Maintain copy of completed RASC	CCC	CCC maintains copy of completed RASC. Maintain all completed RASCs on file for at least 61 days after Service Member's EAOS. For those Service Members who are unsure whether they will use their C-WAY SELRES quota (Quota expires 60 days after EAOS), contact local Navy Reserve recruiter to affiliate with the Navy Reserve.
6.11.9	Complete additional required affiliation paperwork	Service Member	Service Member completes additional required affiliation paperwork (Bonus Page 13, Reserve Reenlistment contract, etc.) and returns documentation to the CTO. The CTO will provide a signed Reserve contract and Prior Service Reenlistment Eligibility – Reserve PRISE-R/Bonus Page 13s (if necessary).
6.11.10	Contact NOSC	Service Member	Service Member contacts NOSC. Service Member will receive orders 7 to 10 days after EAOS along with a transition package. Once orders are received, (via email), contact NOSC and confirm 1st drill date. DO NOT REPORT UNTIL DRILL WEEKEND.
6.11.11	Contact local Navy Reserve Recruiter, if applicable	Service Member	Service Member contacts local Navy Reserve Recruiter, if applicable. If Service Member is denied a C-WAY SELRES quota, or C-WAY SELRES quota has expired (60 days after EAOS), contact local Navy Reserve recruiter to affiliate with the Navy Reserve.
7	Participate in Capstone event and document CRS	Service Member/ FFSC Staff/CCC	Participate in a Capstone event and document Career Readiness Standards CRS.

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>The capstone event is designed to evaluate Service Member's preparedness to successfully transition to a civilian career and determine whether CRS were met. Capstone is conducted by the transition staff at the supporting fleet and family support center (FFSC), or by the command transition officer/CCC if member cannot attend a scheduled FFSC event. Capstone must be conducted no later than 90 days prior to Service member's anticipated separation. In the event of a short notice separation, the Service Member's Career Readiness Standards/Individual Transition Plan must be completed no later than the date of release from active duty as reflected on DD Form 214 Certificate of Release or Discharge from Active Duty.</p> <p>Core components of capstone are:</p> <ul style="list-style-type: none"> • Evaluation of Service Member's CRS to determine whether they have met CRS based on defined post-transition goals (employment, education or technical training). Note: There are no CRS standards for the entrepreneurial track • Command transition officer signature on DD 2648 eForm upon review of CRS. • Commander's or designated representative's signature on DD 2648 eForm upon verification of CRS. • Warm hand-off of Service member by command transition officer to appropriate partner agencies (VA, DOL, SBA) for those deemed at risk of not meeting CRS. Service members who require additional assistance must be referred to additional training opportunities. <ul style="list-style-type: none"> ○ Commanders must ensure a warm hand-off is made to VA or DOL for transitioning Service members who, based on the commander's or his or her designee's judgment, do not have a post-transition housing plan at capstone. ○ Commanders must ensure a warm hand-off is made to the DOL for every transitioning Service member who does not separate with an honorable discharge <p>Capstone SOP and Capstone Presenter's Guide to conduct a one-on-one Capstone event is located at:</p>

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			http://www.public.navy.mil/bupers-npc/career/transition/Pages/TAP.aspx LIMITED PARTICIPATION: <ul style="list-style-type: none"> • Bad Conduct or dishonorable discharge – not eligible to attend optional tracks or Capstone event • Other than honorable discharge – CO determines whether Service Member attends optional tracks or Capstone event
7.1	Attend Capstone Event	Service Member	Service Member attends Capstone Event. Service Members must bring their completed ITP and supporting documentation to verify achievement of CRS
7.2	Conduct Capstone Review	FFSC Staff/CCC	FFSC/CCC conduct Capstone Review Capstone Review – Mandatory phase in which eligible Service Members produce evidence of the deliverables that meet the CRS to TAP staff or command career counselors before Capstone Commander's Verification. The Presenter's Guide for Command Capstone Event is located at: http://www.public.navy.mil/bupers-npc/career/transition/Pages/TAP.aspx The Individual Transition Plan (ITP) is required to provide documentation to support achievement of CRS to the Transition Counselor and command representative prior to separation. These standards are designed to increase the Service Member's ability to successfully overcome any challenges in pursuit of a chosen career path. Common Readiness Standards applicable to all Career Paths: <ul style="list-style-type: none"> • Attend pre-separation counseling • Complete Pre-separation Counseling Checklist DD 2648 eForm

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<ul style="list-style-type: none"> • Register for VA Benefits (e-Benefits) • Attended 3 day DOL workshop, unless exempted • Attend VA Benefits Briefing • Prepare a post-separation 12-month budget reflecting personal and family goals and obligations • Complete Assessment Profiler • Evaluate opportunities presented by continuing military service in a Reserve Component • Crosswalk military skill set to civilian skills (MOS crosswalk) to include an evaluation of the demand for those civilian skills within the potential relocation destinations • Identify and document requirements and eligibility for licensure, certification, and apprenticeships at the potential relocation destinations • Complete the Individual Transition Plan and provide documentation of meeting the Career Readiness Standards for the chosen career path <p>Employment Readiness Standards (ITP Block 2):</p> <ul style="list-style-type: none"> • Submit documentation that indicates completion of One*NET Interest Assessment Profiler • Prepare and submit the Job Application Package (e.g., create resume, identify references, submit at least two employment applications, and/or provide a job acceptance letter) • Receive a DoD Gold Card Certificate for DOL American Job Centers <p>Education and Technical Training Readiness Standards (ITP Block 3/4):</p> <ul style="list-style-type: none"> • Submit documentation that indicates completion of One*NET My Next Move Assessment

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<ul style="list-style-type: none"> • Complete a comparison of academic or training institution choices • Prepare and submit an Education Application or Technical Training Package (e.g., submit application to academic institution and/or provide an acceptance letter) • Schedule one-on-one counseling with the academic advisor from the institution of choice/preference • Connect with the Student Veteran Organization at your chosen institution <p>Entrepreneurship (ITP Block 5) While here is no CRS for this career path, the Transition Counselor must review Block 5; ensure all requested information is documented; and review all supporting documents.</p> <p>Transition Milestones (ITP Block 6) Transition Counselor reviews and verifies that individual transition timeline correlates with designated transition career path.</p>
7.3	Document and report Capstone Review	CCC	<p>CCC documents and reports Capstone Review.</p> <p>CCC/collateral duty career counselors are responsible for completion and submission of DD 2648 eForm online to document Capstone Review as required by law.</p>
7.4	Login to DoDTAP webpage	CCC	<p>CCC logs in to DoDTAP webpage</p> <p>Access DoDTAP website at https://dodtap.mil/ or https://dodtap.mil/login.html, as required.</p>
7.5	Open existing DD 2648 eForm for Service Member	CCC	<p>CCC opens existing DD 2648 eForm for Service Member</p> <p>Note: The eForm does not allow two people to access the form at the same time for version control reasons. Ensure that the Service Member is instructed to sign-out of their eForm every time they access it.</p>

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<ol style="list-style-type: none"> 1. Login to DoDTAP for Managers and Counselors 2. On the main page, with your mouse, highlight the Transition Documents TAB at the top of the page. 3. If Transition Counselor/CCC has worked with this client record before, access the client eForm by clicking my eForm dashboard under transition documents or if this is the first time accessing this client record, access the record within the transition documents menu by clicking create New/Open eForm. 4. In the DoD ID number box enter the Service member's DoD ID number. <p>Note: If a DoD ID is not available, click the use SSN box and access the client record by SSN.</p>
7.6	Verify the DD 2648 eForm - Service Member Personal Information	CCC	<p>CCC verifies the DD 2648 eForm - Service Member Personal Information</p> <p>If there are errors, please advise the Service Member to report errors to their CPPA and supporting PSD</p>
7.7	Complete the Capstone Review Section of the eForm	CCC	<p>CCC completes the Capstone Review Section of the eForm</p> <p>Refer to the eForm Job Aid for Managers and Counselors (Capstone Review)</p> <p>CCC conducts the Capstone review of all Career Readiness Standards (CRS) as well as all required session and attendance for TAP. This section allows the Counselor/Manager the ability to review and annotate CRS and VOW completions/compliance.</p> <p>Certain fields may be pre-populated with all completion data housed in the TAP database. If data does not pre-populate, then it must be entered.</p>

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>Note: You can prefill hosting Service, Military Installation, and session type by accessing the “prefill information for sessions and tracks” tab. This capability will allow you to only enter data once if the SM attended all sessions or tracks with the same Service, in the same location, and the same session type.</p> <p>In accordance with the client’s Individual Transition Plan, please ensure blocks 27 & 28 within the online eForm are correct.</p> <p>CCC completes the Warm Handovers to supporting agencies section of the eForm, only if applicable. Annotate any warm handovers that were executed during this phase.</p> <p>Note: A warm handover is required if the Service Member is not VOW compliant or any of the Career Readiness Standards are not met.</p>
7.8	Review, sign and print copy of DD 2648 eForm following Capstone Review	CCC/Service Member	<p>CCC/Service Member review, sign and print copy of DD 2648 eForm following Capstone Review</p> <p>Select electronically sign in self-service website and send notification to the Service Member.</p> <p>Note 1: A Service Member can sign their document with any electronic device that has connectivity by logging in to self-service, accessing their eForm, and signing</p> <p>CCC saves and logs out of the client record</p> <p>.</p> <p>After the Service Member signs, log in to the client record, access section IV, and send notification to the Commander or designee (email token option). Alternatively, CCC can validate that as the Counselor you have been formally Designated as the Commander's Designee in writing and that you will be completing the Commander's Verification phase.</p>

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>After notification is sent, click the sign eForm button, confirm signature, save form, print and then close the client record.</p> <p>Note 2: You must first send notification to the Commander or designee (email token option or confirm that you are the Commander's designee option) before the eForm will allow you to sign.</p> <p>Note 3: Until the required fields are filled out correctly and completely, you will not have an option to sign form. If the eForm does not allow you to sign, please save the form by clicking the save button (Top right) and the eForm will provide a red box around any errors you may have.</p>
7.9	Complete Commander's Verification	Command Leadership	<p>Commander or Commander's Designee completes Commander's Verification</p> <p>Commander's Verification – Mandatory phase in which eligible Service members produce evidence of the deliverables to Commander's or their designee that meet the CRS before separation, retirement, or release from active duty</p> <p>Note: Transition Counselor/CCC may be the Commander's designee to conduct final verification of eForm.</p> <p>Once the Commander's Verification phase of the eForm is signed by the Counselor acting as the Commander's Designee or the Commander or Commander's Designee using the Commander's Portal, it will be locked for the Commander's Verification phase and updated with a "Complete" status where it is no longer editable. The system will notify the Service Member (via the email saved in Section I) that their eForm has been completed and can be viewed in a PDF format from their dashboard.</p> <p>Transition Counselor/CCC will note that the eForm has been moved down to the Completed eForm table, where it can be viewed as a PDF.</p>

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			Note: Afterwards, if you realize there is a mistake on the complete eForm, it cannot be changed or re-opened or unlocked or deleted - the proper process is to simply initiate a new eForm and complete that one with the correct information.
7.10	Print completed DD 2648 eForm and write Service Member's SSN in upper left corner of eForm	CCC	<p>CCC prints completed DD 2648 eForm and writes Service Member's SSN in upper left corner of eForm</p> <p>DoD CIO has approved and concurred with the use of electronic signature vice digital signature on the new DD 2648 eForm. Additionally, the new eForm was developed to support use of DoD ID Number in lieu of SSN as the Service Member identifier. As a result, the new eForm will be accepted into a Sailor's OMPF as long as the electronic signature includes the Service Member's "name, DOD ID number, and date signed", as indicated in the DoD CIO approval.</p> <p>However, Navy activities will still be required to write the Service Member's SSN in the upper left corner of the document before they submit (e-Sub) documentation to Navy Personnel Command for filing in the Sailor's OMPF because the current electronic records management application does not currently have the ability to match the DOD ID number with the Sailor's OMPF.</p> <p>Transition Counselor/CCC writes Service Member's SSN in the upper left corner of the pdf version of the DD 2648 eForm.</p> <p>Important Note: If the DD 2648 cannot be completed and digitally signed in the DOD Transition Assistance Program (DODTAP) application, it must be printed and signed manually prior to submission to the PSD for inclusion in the OMPF.</p>
7.11	Update Career Decisions section of CIMS	CCC	<p>CCC updates Career Decisions section of CIMS.</p> <p>Command transition/career counselors utilize the web version of the Career Information Management System, career decision section, available at: https://nsipsprod.nmci.navy.mil/nsipsclo/jsp/index.jsp to enter and track Transition GPS completion data.</p>

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>Login to NSIPS: Career Information Management Systems > Use > Career Decisions. Enter Service Member's SSN:</p> <p>CCC updates CIMS:</p> <ul style="list-style-type: none"> • ITP Completed – Date the Service Member's ITP was completed • Capstone Completed – Date the Capstone course was completed • Career Readiness Indicator – Checked when all requirements of GPS Transition are completed. The Date Checked is stored in background for reporting, if needed. <p>Select Save.</p> <p>Note: If CIMS had not been updated previously, CCC updates accordingly. Refer to Steps 3.2 and 4.6, as required.</p>
8	Schedule and complete Separation Physical	Service Member	Schedule and complete separation physical.
8.1	Schedule Separation physical	Service Member	Service Member schedules separation physical with servicing Medical Treatment Facility (MTF).
8.2	Request Separation Package	Service Member /CPPA	<p>Service Member/CPPA requests Separation Package</p> <p>Service Member/CPPA contacts PSD for Separations Package</p>
8.3	Receive Separation Package	Service Member / CPPA	<p>Service Member/CPPA receives Separations Package from PSD.</p> <p>Package contents may include the following (as applicable):</p> <ul style="list-style-type: none"> • NPPSC 1900/2 Separations Checklist

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<ul style="list-style-type: none"> • NPPSC 1900/1 Separation Questionnaire • DD214 Worksheet (OCONUS only) <p>Note: If Service Member is separating from an overseas/deployed command, servicing Overseas PSD should prepare DD214 WS. Servicing overseas PSD must ensure that the DD214WS is included in the separation package to be forwarded to servicing CONUS TPU/PSD. Refer to PPIB 11-04.</p> <ul style="list-style-type: none"> • Awards list/verification • Travel Forms, if applicable: <ul style="list-style-type: none"> ○ Passenger Reservation Request (PRR), if applicable ○ DD884 (Application for Transportation for Dependents), if applicable •
8.4	Verify compliance with SHPE program requirements	CPPA/Service Member	<p>CPPA/Service Member verify compliance with Separation History and Physical Examination (SHPE) program requirements for all Service Members, to include Reserve Component (RC) Members.</p> <p>Verify compliance with requirements identified in NAVADMIN 187/16, as applicable.</p> <p>Commanders, Commanding Officers and Officers-In-Charge of Military Treatment Facilities, and Department Heads of Operational Medical Departments, shall report the status of each separating/retiring Service Member's SHPE in the Navy's SHPE tracking system, as it is implemented in their command. Commands which do not have organic medical assets will rely on the MTF or Branch Health Clinic performing their Service Member's SHPE.</p> <p>Command separation check-out sheets shall reflect the requirement to complete a SHPE prior to actual separation/end of active obligated service. The medical department will annotate compliance.</p>

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>Temporary Duty and terminal leave may be held in abeyance as deemed necessary to facilitate completion of SHPE process prior to separation of a Service Member.</p> <p>Note: Service Members may not be retained on active duty beyond the expiration of their active duty service obligation unless specifically provided for by applicable law and policy.</p>
8.5	Verify Separation Physical results are documented in medical record	Service Member	<p>Service Member verifies separation physical results are documented in medical record.</p> <p>Service Member obtains Medical/Dental signatures on NPPSC 1900/1 Separation Questionnaire</p>
8.6	Review and make copy of medical/dental record	Service Member	Service Member reviews and makes copy of medical/dental record.
8.7	Contact local VA representative, if applicable	Service Member	<p>Service Member contacts local VA representative, if applicable.</p> <p>Alternatively, Service Member may contact a Veterans Service Agency (DAV, AMVETS, etc.). Service Member may have made previous contact with VA representative or Veterans Service agency representative at Transition GPS seminar.</p>
9	Review/Prepare Separation documentation for submission to PSD	Service Member/CPPA and Clerk	<p>Review/Prepare Separation documentation for submission to PSD.</p> <p>Refer to NPPSC 1900/2 Separations Checklist at: http://www.public.navy.mil/bupers-npc/reference/forms/Pages/NPPSCForms.aspx </p>
9.1	Contact CPPA	Clerk	<p>Clerk contacts CPPA 90-120 days prior to Service Member's Separation date.</p> <p>Clerk runs Projected Loss Report in Navy Standard Integrated Personnel System (NSIPS) on a weekly basis to identify Service Member's within 6-8 months of Expiration of Active Obligated Service (EAOS); Expiration Term of Service (ETS).</p>

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>Clerk determines status of Separation package submission and obtains and reviews Separation Authority, if applicable.</p> <p>Clerk creates/establishes Separations Retain file.</p> <p>Note: If TRIM has been implemented, refer to BUPERSINST 5210.8 (Series) "Implementation of the Total Record Information Management Application as the Electronic Records Management Solution within the Bureau of Naval Personnel" and PPIB 17-05 and PPIB 17-11 for Retain file document naming convention.</p> <p>Clerk should refer to PPIB 17-05 and PPIB 17-11 for Separation Retain file naming convention to support TRIM processing and archiving.</p> <p>In an initiative to reduce the use of SSN, all DoD personnel shall reduce or eliminate the use of SSN wherever possible. This includes the use of the SSN in any form, including, but not limited to, truncated, masked, partially masked, encrypted, or disguised SSN.</p> <p>Effective 01 May 2017, all personnel and pay documents that trigger pay entitlements must comply with the new file naming convention in TRIM or local document retention system. The new file naming structure is:</p> <ul style="list-style-type: none"> • Last Name, then space • First Name, then space • Full DoD ID Number, then space • Name of Entitlement • Example: DOE JON 1234567890 SEPARATE <p>Then comply with BUPERSINST 5210.8 (Series) electronic archiving procedures. Any subsequent TOPS attachment submissions in support of this transaction will be added to the Separations Retain File.</p>

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			Important Document Retention Action: IAW Department of the Navy Memo dated 29 January 2015 "Revised Document Retention Requirements to Support Department of the Navy Financial Statement Audits" PPIB 15-17, Revised Document Retention Requirements to Support the Department of the Navy Financial Statement Audits, and NAVADMIN 66/16 Navy Audit Document Retention Guidance, financial record retention requirements are now ten years.
9.2	Complete Separation Questionnaire/Package	Service Member	<p>Service Member completes NPPSC 1900/1 Separation Questionnaire /Package.</p> <p>Service Member should re-review ESR approximately six months before separation while completing NPPSC 1900/1 Separation Questionnaire to ensure ESR is accurate to support PSD preparation of the Service Member's DD214. Refer to Step 1 as required.</p>
9.2.1	Review and update military awards	Service Member	<p>Service Member reviews and updates military awards (personal and units awards).</p> <p>Note: Service Member should have reviewed ESR approximately twelve months before separation to ensure ESR is accurate to support PSD preparation of the Service Member's DD214.</p> <p>Previously known as Navy Department Awards Web Service (NDAWS), the U.S. Navy Awards website provides online access to Navy awards information and help. The website is divided into five separate sections: Home, Personal, Unit, Veteran Awards, and Awarding Authorities.</p> <p>Go to U.S. Navy Awards at https://awards.navy.mil. Conduct an Awards Query:</p> <ul style="list-style-type: none"> • Go to Personal Awards > (Personal Awards History) Personal Awards Query • Go to Unit Awards > (Unit Awards History) Unit Awards Query

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>Required Actions:</p> <ul style="list-style-type: none"> • Conduct Personal Awards Query to verify all personal awards are present • Conduct Unit Awards Query to identify unit awards received • Take all necessary actions to ensure U.S. Navy Awards information is current, accurate, and complete <p>Use correction procedures provided. Go to U.S. Navy Awards. Click Personal Awards > (REFERENCES) Updating Personal Awards.</p>
9.2.2	Complete Awards List	Service Member	<p>Service Member completes Awards List in conjunction with NPPSC 1900/1 Separation Questionnaire</p> <p>Service Member should also obtain copy of End of Tour Award for submission to PSD by CPPA.</p>
9.3	Provide copy(ies) of prior DD214s	Service Member	<p>Service Member provides copy(ies) of prior DD214s, if applicable.</p> <p>Provide copies of previous DD214s if not on file in the Service Member's OMPF.</p>
9.4	Prepare PTDY orders	CPPA	<p>CPPA prepares Permissive Temporary Duty (PTDY) orders in accordance with MPM 1320-220 Permissive Temporary Duty (PTDY) Authorization for Job/House Hunting for Involuntary Separations only.</p>
9.5	Complete and submit request for Separation Leave	Service Member	<p>Service Member completes and submits request for Separation Leave.</p> <p>Refer to MPM 1050-400, Accrued Leave Creditable upon Retirement, and MPM 1050-120, Separation Leave, as required.</p> <p>For Reservists, CPPA should identify Service Member's electing to carry over leave (Special Leave Accrual (SLA) – MPA 07/12 and NAVADMIN 163/12 refer. Service Members desiring leave carry over will sign a NAVPERS 1070/613 documenting leave carried over at their servicing</p>

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>Personnel Support Detachment (PSD) or Personnel Office at time of separation from an Active Duty period.</p> <p>Absence on Leave at the Time of Retirement:</p> <ul style="list-style-type: none"> • Per MPM 1050-120, Separation Leave, absence on leave at the time of retirement, or transfer to the Fleet Reserve without the necessity of return to the separation site (if desired) should normally be granted when requested to preclude the loss of leave and to minimize accrued leave. • If leave without return to the separation site is desired, the Service Member must actually have retirement or transfer to the Fleet Reserve orders in possession and have completed separation processing prior to departure on leave. The retirement or transfer to the Fleet Reserve date must occur following completion of the authorized leave period. <p>Original NAVCOMPT Form 3065 (2/83) or copy of Electronic Leave (E-Leave) authorization is required for separation processing by the PSD.</p> <p>Note 1: Commands process separation leave (E-Leave) unless command is serviced by an Afloat PSD or Service Member has returned from overseas for separation processing and has an open FID 23, then command needs to submit a paper copy NAVCOMPT 3065 for PSD to process separation leave. Refer to PPIB 11-04 and Leave Processing in lieu of E-Leave SOP, if required: https://mppte.navy.deps.mil/sites/npc/pers2/Personnel%20Services/Leave%20SOP.aspx.</p> <p>Note 2: Hardcopy approved Leave Request should include Control Number in Block 2.</p> <p>Note 3: CPPA should provide copy of last leave taken by Service Member to ensure it was posted to account, if applicable.</p>

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
9.6	Provide CPPA with verified or updated NAVPERS 1070/602	Service Member	<p>Service Member provides CPPA with verified or updated NAVPERS 1070/602.</p> <p>Note: If NAVPERS 1070/602 (Dependency Application) is verified/updated by Service Member in NSIPS RED/DA, then NAVPERS 1070/602 verification/update and any supporting documentation are submitted to the servicing PSD through NSIPS RED/DA.</p> <p>The individual Service Member is solely responsible for the accuracy of the information recorded on his or her NAVPERS 1070/602.</p> <p>All Service Members shall verify the accuracy of data on the newest NAVPERS 1070/602 in their OMPF, and the data contained on both the emergency contact and dependency data panels within their Electronic Service Record (ESR).</p> <p>Per PPIB 16-12 in an effort to establish a unified listing of current email addresses to ensure vital information can be communicated directly with all navy members in a timely manner the below action is required upon upon each PCS Transfer or Change in Component, i.e., Active Component to Reserve Component or Reserve Component to Active Component. Refer to PP 16-12 for required action by each member.</p> <p>Note: NSIPS Afloat Units must update their information via NSIPS Web Ashore.</p> <p>At a minimum, commands must ensure Service Members perform this verification annually in NSIPS RED/DA application via self-service; however, additional verifications are also required under the following conditions:</p> <ul style="list-style-type: none"> • Upon reporting to a new duty station under permanent change of station (PCS) orders; • Prior to departure on PCS orders;

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<ul style="list-style-type: none"> • Prior to deployment, regardless of length; • When ordered to periods of temporary duty or temporary additional duty away from permanent duty station in excess of 30 days; • On each occasion when an inactive duty Service member comes on active duty, including active duty training; • When a Service member applies for and upon assignment of Government housing; • Upon recertification for secondary dependents; or • At least 30 days prior to requesting dependent related travel, transportation, pay, benefits, or allowances (e.g., advanced or delayed dependent travel, dependent travel advances, early return of dependents, etc.). <p>Refer to Legacy Page 2 SOP, as applicable: https://mpte.navy.deps.mil/sites/npc/pers2/Personnel%20Services/Page%202%20SOP.aspx</p> <p>Refer to RED/DA SOP, as applicable: https://mpte.navy.deps.mil/sites/npc/pers2/Lists/Standard%20Operating%20Procedures/PersonnelSOPs.aspx</p>
9.7	Determine Service Member's intent to update SGLI and/or FSGLI	CPPA	<p>CPPA determines Service Member's intent to update SGLI and/or FSGLI regardless of whether there's an update to Service Member's NAVPERS 1070/602.</p> <p>Refer Service Member to NAVADMIN 085/17, as applicable. SGLI election, validation and election updates should only be manually processed in extenuating circumstances when Service Member does not have access to Servicemembers Group Life Insurance (SGLI) Online Enrollment System (SOES).</p>

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>NAVADMIN 085/17 announced the launch of the Servicemembers Group Life Insurance (SGLI) Online Enrollment System (SOES). SOES is a web-based system available through My Navy Portal that allows Sailors to validate or change SGLI or Family SGLI (FSGLI) coverage amounts and beneficiaries quickly and easily without using paper forms. SOES is available 24 hours a day and provides detailed guidance to Sailors that enables them to make informed decisions on their life insurance policy elections.</p> <p>Refer to SGLI and FSGLI SOPs only if required.</p> <p>SGLI SOP: https://mpte.navy.deps.mil/sites/npc/pers2/Personnel%20Services/SGLI%20SOP.aspx</p> <p>FSGLI SOP: https://mpte.navy.deps.mil/sites/npc/pers2/Personnel%20Services/FSGLI%20SOP.aspx</p>
9.8	Complete travel related documentation	Service Member/CPPA	Service Member/CPPA completes travel related documentation.
9.8.1	Complete Application for Transfer and Advances, if applicable	Service Member/CPPA	<p>Service Member/CPPA complete Application for Transfer and Advances, if applicable.</p> <p>Refer to MPA 19/19 and PPIB 19-15. Effective immediately, travel advances for separation or retirement are no longer authorized except for instances with extenuating circumstances (for example, financial hardship).</p> <p>Refer to NPPSC 1300/1, Application for Transfer and Advances, at: http://www.public.navy.mil/bupers-npc/reference/forms/Pages/NPPSCForms.aspx</p> <p>Refer to Travel Advance SOP at:</p>

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			https://mp.te.navy.deps.mil/sites/npc/pers2/PayEntitlement%20Services/Travel%20Advance%20SOP.aspx
9.8.2	Complete Passenger Reservation Request, if applicable	Service Member/CPPA	<p>Service Member/CPPA completes Passenger Reservation Request NPPSC 4650/1 in accordance with form instructions, if applicable.</p> <p>Refer to NPPSCINST 4650.8 and NPPSCINST 4650.8 CH-1 for form instructions, as required.</p> <p>https://mp.te.navy.deps.mil/sites/npc/pers2/NPPSC/Admin%20Folder/Forms/AllItems.aspx?RootFolder=%2Fsites%2Fnpc%2Fpers2%2FNPPSC%2FAdmin%20Folder%2FNPPSC%20Instructions&FolderCTID=0x0120001F2B11B5F056F245949DE7A6A9EC3027&View=%7B392C9FF3%2D9BF8%2D4612%2D8F07%2D113035A376EE%7D</p> <p>Obtain NPPSC 4650/1 at: http://www.public.navy.mil/bupers-npc/reference/forms/Pages/NPPSCForms.aspx</p> <p>Complete DD884 for Application for Transportation of Dependents, as required: http://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd0884.pdf</p>
9.8.3	Complete NAVPERS 7041/1 (PCS Travel)	Service Member	<p>Service Member completes NAVPERS 7041/1 (PCS Travel).</p> <p>Direct Service Member to complete via NSIPS ESR, refer to PPIB 12-16 for PCS travel document completion and submission procedures.</p> <p>NSIPS ESR is the preferred method for submission of PCS travel information. The CPPA should submit the NAVPERS 7041/1 to the Permanent Change of Station Variance Component via the servicing PSD/Personnel Office. Use Ultimate UIC: 00022.</p> <p>As soon as possible following receipt of PCS orders (or immediately if detachment is in less than 90 days), commands shall ensure Service Members access their NSIPS ESR self-service account to complete/submit the PCS travel information.</p>

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<ul style="list-style-type: none"> • Use of the hardcopy NAVPERS 7041/1 should only occur if NSIPS access is unavailable • In those rare cases that NSIPS cannot be used, obtain the NAVPERS 7041/1 from the CPPA or the NPC website reference library at: http://www.public.navy.mil/bupers-npc/career/transition/Pages/TAP.aspx
9.8.4	Verify/support submission of NAVPERS 7041/1 (PCS Travel)	CPPA	<p>CPPA verifies/supports submission of NAVPERS 7041/1 (PCS Travel).</p> <p>Refer to PPIB 12-16 for PCS travel document completion and submission procedures.</p> <ul style="list-style-type: none"> • Verify Service Member's completed NAVPERS 7041/1 (PCS Travel) electronically through NSIPS ESR • If Service Member manually completed form, CPPA submits the NAVPERS 7041/1 to the Permanent Change of Station Variance Component via the servicing PSD/Personnel Office
9.9	Submit Separation documentation to CPPA	Service Member	Service Member submits Separation documentation to CPPA.
9.10	Compile, review, and submit Separation package to PSD via TOPS	CPPA	<p>CPPA compiles, reviews, and submits Separation package to PSD via TOPS.</p> <p>CPPA should refer to PPIB 17-05 and PPIB 17-11 for Separation package naming convention to support TRIM processing and archiving.</p> <p>In an initiative to reduce the use of SSN, all DoD personnel shall reduce or eliminate the use of SSN wherever possible. This includes the use of the SSN in any form, including, but not limited to, truncated, masked, partially masked, encrypted, or disguised SSN.</p> <p>Effective 01 May 2017, all personnel and pay documents that trigger pay entitlements must comply with the new file naming convention in TRIM or local document retention system. The new file naming structure is:</p> <ul style="list-style-type: none"> • Last Name, then space

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<ul style="list-style-type: none"> • First Name, then space • Full DoD ID Number, then space • Name of Entitlement • Example: DOE JON 1234567890 SEPARATE <p>Package contents may include the following (as applicable):</p> <ul style="list-style-type: none"> • NPPSC 1900/2 Separations Checklist <p>Approved PTDY orders (Involuntary Separation only)</p> <ul style="list-style-type: none"> • Approved Separation Leave Request • Copy of last leave taken by Service Member to ensure it was posted to account, if applicable • Copy of signed ADSEP letter, if applicable • Completed NPPSC 1900/1 Separation Questionnaire • DD214 Worksheet (OCONUS only) <p>Note: If Service Member is separating from an overseas/deployed command, servicing Overseas PSD should prepare DD214 WS. Servicing overseas PSD must ensure that the DD214 WS is included in the separation package to be forwarded to servicing CONUS TPU/PSD. Refer to PPIB 11-04.</p> <ul style="list-style-type: none"> • Awards list/verification • Separation Eval (must have for ISP recipients), otherwise, can be submitted before DD214 is finalized • Signed DD2648 eForm Note: CPPA verifies/writes Service Member's SSN in the upper left corner of the pdf version of the DD 2648 eForm <p>Copy of NAVPERS 1070/602 (Dependency Application) with updates, if applicable</p> <ul style="list-style-type: none"> • Copy of SGLV 8286 (Servicemembers' Group Life Insurance (SGLI) Election and Certificate), if applicable

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<ul style="list-style-type: none"> • Copy of SGLV 8286A (Family Coverage Election and Certificate), if applicable • Copy of prior DD214s (Certificate of Release or Discharge from Active Duty) and all supporting documentation, if not available from Service Member's OMPF • Reserve Documentation, if available <ul style="list-style-type: none"> ○ Signed Reserve Contract (for Officers with < 8 years) ○ For ISP recipients only <ul style="list-style-type: none"> ▪ NAVPERS 1070/613 "Agreement to Serve", if not already submitted ▪ Signed Reserve Contract, if available • Copy of NAVPERS 7041/1 (PCS Travel), only if hardcopy NAVPERS 7041/1 was prepared, otherwise verify completion in Service Member's NSIPS ESR • Copy of Joint Service Transcript (JST) • Copy of DD2586 Verification of Military Experience and Training (VMET) • Travel Forms, if applicable: <ul style="list-style-type: none"> ○ Passenger Reservation Request (PRR), if applicable ○ DD884 (Application for Transportation for Dependents), if applicable • Copy of NAVPERS 1070/613 (Administrative Remarks) as applicable, for example: <ul style="list-style-type: none"> ○ Special Leave Accrual/Leave Carry Over (NAVADMIN 163/12), USNR only
10	Receive and verify Service Member's Separation documentation	Clerk/Supervisor	Receive and verify Service Member's Separation documentation.
10.1	Receive Separation package from CPPA	Supervisor	<p>Supervisor/lead receives Separation package from CPPA via TOPS and forwards to clerk for processing.</p> <p>Package contents may include the following (as applicable):</p>

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<ul style="list-style-type: none"> • NPPSC 1900/2, Separations Checklist • Approved PTDY orders (Involuntary Separation only) • Approved Separation Leave Request • Copy of last leave taken by Service Member to ensure it was posted to account, if applicable • Copy of signed ADSEP letter, if applicable • Completed NPPSC 1900/1 Separation Questionnaire • DD214 Worksheet (OCONUS Only) • Awards list/verification • Separation Eval (must have for ISP recipients), otherwise, can be submitted before DD214 is finalized • Signed DD2648 eForm Note: PSD Clerk verifies/writes Service Member's SSN in the upper left corner of the pdf version of the DD 2648 eForm • Copy of NAVPERS 1070/602 (Dependency Application) with updates, if applicable • Copy of SGLV 8286 (Servicemembers' Group Life Insurance (SGLI) Election and Certificate), if applicable • Copy of SGLV 8286A (Family Coverage Election and Certificate), if applicable • Copy of prior DD214s (Certificate of Release or Discharge from Active Duty) and all supporting documentation, if not available from Service Member's OMPF • Reserve Documentation, if available: <ul style="list-style-type: none"> ○ Signed Reserve Contract (for Officers with < 8 years) ○ For ISP recipients only <ul style="list-style-type: none"> ▪ NAVPERS 1070/613 "Agreement to Serve", if not already submitted ▪ Signed Reserve Contract, if available

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<ul style="list-style-type: none"> • Copy of NAVPERS 7041/1 (PCS Travel), only if hardcopy NAVPERS 7041/1 was prepared, otherwise verify completion in Service Member's NSIPS ESR • Copy of Joint Service Transcript (JST) • Copy of DD2586 Verification of Military Experience and Training (VMET) • Travel Forms, if applicable: <ul style="list-style-type: none"> ○ Passenger Reservation Request (PRR), if applicable ○ DD884 (Application for Transportation for Dependents), if applicable • Copy of NAVPERS 1070/613 (Administrative Remarks) as applicable, for example: <ul style="list-style-type: none"> ○ Special Leave Accrual/Leave Carry Over (NAVADMIN 163/12), USNR only
10.2	Verify Separation package is complete and accurate	Clerk	<p>Clerk verifies Separation package is complete and accurate.</p> <p>Check for accuracy and/or missing documents in accordance with NPPSC 1900/2 Separations Checklist.</p>
10.3	Work with CPPA/Service Member to complete/correct package	Clerk	Clerk works with CPPA/Service Member to complete/correct Separation package.
10.4	Initiate Working folder/Retain file	Clerk	<p>Clerk initiates Service Member's Separation Working folder/Retain file.</p> <p>Working folder/Retain file will consist of all documentation submitted by the Service Member and/or CPPA and an NPPSC Separation Checklist. Working folder/Retain file should be marked with Service Member's name and Separation date and filed by date for easy retrieval and passdown.</p> <p>Refer to PPIB 17-05 and PPIB 17-11 for Separation Retain File naming convention to support TRIM processing and archiving.</p> <p>Note: If TRIM has been implemented then clerk establishes (or adds to) Retain File. TOPS transaction is first saved to hard drive. If the naming</p>

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>convention was not followed, then clerk saves TOPS transaction using standard TRIM naming convention. TOPS transaction is then saved to TRIM share drive for eventual archiving. Any subsequent TOPS attachment submissions in support of this transaction should be processed in a similar fashion to support final Retain File.</p> <p>Important Document Retention Action: IAW Department of the Navy Memo dated 29 January 2015 "Revised Document Retention Requirements to Support Department of the Navy Financial Statement Audits" PPIB 15-17, Revised Document Retention Requirements to Support the Department of the Navy Financial Statement Audits, and NAVADMIN 66/16 Navy Audit Document Retention Guidance, financial record retention requirements are now ten years.</p>
11	Prepare Separation documents	Clerk/Service Member/CPPA	Prepare Separation documents.
11.1	Review Service Member's MMPA screens	Clerk	<p>Clerk reviews Service Member's Master Military Pay Account (MMPA) screens as follows:</p> <ul style="list-style-type: none"> • LOPG (for Enlisted): <ul style="list-style-type: none"> ○ Screens 3 and 4 • L0OG (for Officers): <ul style="list-style-type: none"> ○ Screens 1 and 5 • JJAA Format Identifiers (FIDs): <ul style="list-style-type: none"> ○ BL – Lump sum leave (LSL) paid to date ○ BR – Leave balance ○ SB – Leave ○ NB – Leave Pending

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<ul style="list-style-type: none"> OPINS: Print <ul style="list-style-type: none"> I73 – Statement of Service (Officers only)
11.2	Is Service Member being involuntarily separated and eligible for separation pay?	Clerk	<p>Is Service Member being involuntarily separated and eligible for separation pay?</p> <p>Clerk verifies Service Member's retention recommended on the separation Eval/FITREP.</p> <p>If Yes, go to 11.2.1. If No, go to 11.3.</p>
11.2.1	Prepare DD214/DD214 Worksheet as required by PERS- 93 (Enlisted) and PERS-97 (Officers) for ISP purposes	Clerk	<p>Clerk prepares DD214 / DD214 Worksheet as required by PERS- 93 (Enlisted) and PERS-97 (Officers) for ISP purposes.</p> <p>Required fields to be completed on DD214 / DD214 Worksheet include: Blocks 1-9; 12; 18; and 21-29.</p> <p>Note: A draft DD214 with an indication "Worksheet", handwritten or typed on the form, is acceptable at PERS-93 and PERS-97.</p>
11.2.2	Forward DD214/DD214 Worksheet to CPPA via TOPS	Clerk	Clerk forwards DD214/DD214 Worksheet to CPPA via TOPS
11.2.3	Forward separation authority, NAVPERS 1070/613 and verified DD214 WS to PERS-93	CPPA	<p>CPPA forwards separation authority, NAVPERS 1070/613, and verified DD214 WS to PERS 93.</p> <p>For Enlisted: Upon completion of the DD214 verification, commands will forward a signed copy of NAVPERS 1070/613 (Agreement to Serve), C-WAY Reenlistment/Rate Conversion denial letter/Separation authorization (where applicable), and verified DD214/DD214 Worksheet to NAVPERSCOM (PERS-93) for IRR or NAVPERSCOM (PERS-9X) for SELRES via email: ISP@NAVY.MIL.</p>

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>For Officers: The Separating Officer will forward a signed copy of the Agreement to Serve NAVPERS 1070/613 to NAVPERSCOM (PERS-97/CTO).</p> <p>All reenlistment requests are required to be forwarded to NAVPERSCOM (PERS-93) a minimum of 30 days in advance of end of service (earlier for Service Members going on terminal leave).</p>
11.2.4	Is Service Member approved for Ready Reserve?	CPPA	<p>Is Service Member approved for Ready Reserve?</p> <p>If Yes, go to 11.2.5. If No, go to 11.3.</p> <p>If the Service Member is not approved for the SELRES, NAVPERSCOM (PERS-9X) will forward Agreement to Serve NAVPERS 1070/613 and the DD214/DD214 WS to NAVPERSCOM (PERS-93) for screening with IRR affiliation.</p> <p>If the Service Member is not qualified for the IRR, NAVPERSCOM (PERS-93) will notify the Service Member's command and Personnel Office/PSD via an ineligible letter stating that Service Member is not eligible for Navy Reserve enlistment, <u>but may be eligible for ISP by virtue of agreeing to serve if qualified.</u></p> <p>NAVPERSCOM (PERS-97/CTO) will forward the Reserve Oath of Office request to PERS-8 for further disposition. If the Reserve Oath of Office is not approved by Secretary of Defense (O-5 and below) or President of the United States (O-6 and above), PERS-8 will notify NAVPERSCOM (PERS-97/CTO). NAVPERSCOM (PERS-97/CTO) will notify the officer and the servicing PSD/Personnel Office that the Service Member is not eligible for a Navy Reserve Oath of Office, but may be eligible for involuntary separation pay by virtue of agreeing to serve if qualified.</p>
11.2.5	Process Service Member's Reserve Contract	CPPA	CPPA processes Service Member's Reserve paperwork.

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>For Service Members leaving the area of their parent commands – facilitate arrangements for reenlistment at the local Navy Operational Support Center (NOSC), military installation, MEPS, NRD, etc. by a Commissioned Officer (Active, Reserve, or Retired) from any branch or service.</p> <p>Reenlistment contract will be dated for the day following discharge or release from Active Duty.</p>
11.2.6	Submit documentation to PSD via TOPs	CPPA	<p>CPPA submits documentation to PSD via TOPS.</p> <p>Documentation could include:</p> <ul style="list-style-type: none"> • Reserve Documentation, if applicable <ul style="list-style-type: none"> ○ Signed Reserve Contract (for Officers with < 8 years) ○ For ISP recipients only <ul style="list-style-type: none"> ▪ NAVPERS 1070/613 “Agreement to Serve” ▪ Signed Reserve Contract ○ Navy Reserve Enlistment ineligibility letter from PERS-93
11.2.7	Receive signed Reserve Contract and NAVPERS 1070/613	Clerk	<p>Clerk receives signed Reserve Contract and NAVPERS 1070/613 from CPPA via TOPS.</p> <p>Clerk will make note of required ISP remarks for DD214, if applicable.</p> <p>When preparing the DD214, make the following DD214 entry after receipt of the reenlistment contract or reenlistment denial letter:</p> <ul style="list-style-type: none"> • For personnel eligible to enlist in the Ready Reserves: “Member must enlist in the Ready Reserves to qualify for involuntary separation pay.” • For personnel ineligible to enlist in the Reserves, but agreed to serve, on NAVPERS 1070/613, if qualified:

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>"Although not accepted in the Ready Reserve, member has met a condition of eligibility for involuntary separation pay."</p> <p>Make the appropriate involuntary separation payment entry in DD214 Block 18 (Remarks), if applicable.</p>
11.3	Verify travel time authorized (USNR only), if required	Clerk	Clerk verifies travel time authorized (USNR Service Members only) in conjunction with release from Active Duty for annotation on DD214 Remarks Section, if required.
11.4	Verify and record approved PTDY authorization	Clerk	<p>Clerk verifies and records approved Permissive Temporary Duty (PTDY) authorization for Job/House Hunting Orders, if applicable.</p> <p>Note: Service Members being involuntarily separated under honorable conditions are entitled to 10 days PTDY (CONUS) or 20 days PTDY (OCONUS).</p>
11.5	Validate Separation Leave	Clerk	Clerk validates Separation Leave.
11.5.1	Did Service Member request Special Leave Accrual/Leave Carry over, USNR only?	Clerk	<p>Did Service Member request Special Leave Accrual/Leave Carry over (NAVADMIN 163/12), USNR only?</p> <p>Clerk determines if Service Member is eligible for Special Leave Accrual/Leave Carry over and whether it was requested.</p> <p>If Yes, go to 11.5.2. If No, go to 11.5.3.</p>
11.5.2	Determine number of days of Leave Carry over	Clerk	Clerk determines the number of Leave Carry over days requested by Service Member.
11.5.3	Verify Separation leave	Clerk	<p>Clerk verifies Separation leave.</p> <p>Important Internal Control Action: MMPA verification steps within this SOP reflect important internal control actions that cannot be over-emphasized. This applies to the entire transaction process from its initiation and</p>

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>authorization through the final verification of the proper processing of the transaction in summary records. These particular SOP process steps are built-in management design control activities to ensure that all transactions are properly completed and accurately recorded.</p> <p>Clerk verifies number of approved separation leave equals or exceeds leave balance and ends on the last day of the Service Member's Active Duty service following separation date. Clerk also verifies Service Member's lump sum leave sold and last leave taken was charged to ensure accurate leave balance information.</p> <p>To check leave balance, log on to MMPA JJAA verb and check FIDs:</p> <ul style="list-style-type: none"> • SB – Last leave taken • BR – Leave balance, calculated at the end of the month of the current month • NB – Pending leave to post and leave type "P" equals for separation • BL – Leave sold per career <p>Check FID SB for overlapping leave dates or leave control numbers already posted to this account.</p> <ul style="list-style-type: none"> • If the new leave overlaps posted dates or if the leave control number has already been used on this account, the leave will reject. • Leave that spans across hard EAOS with a pending Extension in the system requires two separate leave papers so that Service Member does not go into Excess Leave Status. • Over 75 days of leave that spans fiscal years must be posted as two separate types of leave. This action is necessary to prevent Service Member from losing leave at the end of FY if Service Member is entitled to special leave accrual. <ul style="list-style-type: none"> ○ First period: Type 'A' through 30 September

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<ul style="list-style-type: none"> ○ Final period: Type 'P' through separation date
11.5.4	Does leave balance support request?	Clerk	<p>Does leave balance support request?</p> <p>If Yes, go to 11.6. If No, go to 11.5.5.</p>
11.5.5	Contact CPPA	Clerk	<p>Clerk contacts CPPA.</p> <p>Clerk contacts CPPA to resolve leave discrepancy.</p> <p>Go to 11.5.3.</p>
11.6	Complete DD214	Clerk	<p>Clerk completes DD214 (Certificate of Release/Discharge from Active Duty) IAW BUPERSINST 1900.8 (Series).</p> <p>Access instruction from following link: http://www.public.navy.mil/bupers-npc/reference/instructions/BUPERSInstructions/Pages/default.aspx</p> <p>PPIB 18-13 announced the utilization of eDD-214 functionality for NSIPS Web activities. This functionality allows the Separations Clerk to initiate the eDD-214 electronically within the NSIPS R&S module, and then electronically route to the member for verification to make sure all information is correct. After member's verification, the data will be transmitted to BUPERS Online (BOL) Document Services in order for the member and the Approving Official to digitally sign the document. All DD-214s initiated on or after 16 July 2018 will be processed utilizing the eDD-214 module within NSIPS. All personnel assigned to shore commands with access to NSIPS web and supported by PSD can now use this functionality when processing their separation or release from active duty. Commands supported by PSD Afloat will utilize this functionality as long as they have access to NSIPS web. NSIPS Web-Afloat implementation timeline is dependent on the ship maintenance process and projected to be available for deployment Feb 2019. Directions for using the eDD-214 functionality is posted on the NSIPS main page, beneath the Training section titled User</p>

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			Productivity Kit (UPK). In the UPK section, select RnS Training then DD214.
11.7	Is Service Member Officer or Enlisted?	Clerk	Is Service Member Officer or Enlisted? If Enlisted, go to 11.7.1. If Officer, go to 11.7.2
11.7.1	Prepare Separation Travel Orders	Clerk	Clerk prepares Separation Travel Orders. Once prepared, clerk prints a copy of orders. Note 1: NAVADMIN 244/14 announced the rollout of the Navy Standard Integrated Personnel System (NSIPS) order writing module, which will be utilized to generate all orders authorizing Permanent Change of Station (PCS) transfer of Service Members for unit moves, unit decommissioning, Base Realignment and Closure (BRAC) moves, overseas tour extension incentive program, and enlisted separation and retirements. All other PCS orders will be written by Commander, Navy Personnel Command (CNPC) appropriate detailer. Note 2: NAVADMIN 244/14 also canceled Separation Order Writing Form (NAVPERS Form 1900/2), thereby cancelling all versions of Standard Transfer Orders (STOs). Note 3: Refer to appropriate BUPERSINST 7040.6 (Series) (MPN) or 7040.7 (Series) (RPN) to construct accounting data.
11.7.2	Endorse Orders as "Original"	Clerk	Clerk endorses one copy of orders as "Original".
11.8	Prepare Service Record documents	Clerk	Clerk prepares Service Record documents.
11.8.1	Prepare NAVPERS 1070/613s (Administrative Remarks)	Clerk	Clerk prepares NAVPERS 1070/613s (Administrative Remarks) for Separation, as applicable.

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>Clerk updates Service Member's NSIPS ESR with applicable NAVPERS 1070/613s (Administrative Remarks), if required.</p> <p>Login to NSIPS: Electronic Service Record > Electronic Service Record > Use > Administrative Remarks > Enter Service Member's SSN > Select the "+" icon to start a new Administrative Remarks entry, as required.</p>
11.8.2	Does NAVPERS 1070/602, SGLI, and/or FSGLI require update?	Clerk	<p>Do NAVPERS 1070/602 (Dependency Application), SGLV 8286 (SGLI Election and Certificate), and/or SGLV 8286A (Family Coverage Election and Certificate) require update?</p> <p>If Yes, go to 11.8.3. If No, go to 11.9.</p>
11.8.3	Update NAVPERS 1070/602, SGLI, and/or FSGLI	Clerk	<p>Clerk updates NAVPERS 1070/602, SGLV 8286 (SGLI), and/or SGLV 8286A (Family Coverage Election and Certificate).</p> <p>Update NAVPERS 1070/602 as required:</p> <p>Note: The following is a new requirement for all PERS Clerks to enter Address Clause and Supervisors to verify that it was accomplished in NSIPS RED DA.</p> <p>PCS Transfer/Separations Section: PERS Clerk enters an Address Clause in the DA (NAVPERS 1070/602) on current Home Address for the SM and Spouse for a PCS Transfer/Separation.</p> <p>From: Service Member Address: From: Spouse Address: (only enter spouse address if different from SM)</p> <p>CPPAs/Clerks ensure the Service Member obtains the official copy of the NAVPERS 1070/602 from the Service Member's RED DA Inquire or BOL OMPF before PCS Transfer/Separation. Advise the Service Member to provide the NAVPERS 1070/602 when liquidating dependent's travel entitlement.</p>

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>Refer CPPA to NAVADMIN 085/17, as applicable. SGLI election, validation and election updates should only be manually processed in extenuating circumstances when Service Member does not have access to Servicemembers Group Life Insurance (SGLI) Online Enrollment System (SOES).</p> <p>NAVADMIN 085/17 announced the launch of the Servicemembers Group Life Insurance (SGLI) Online Enrollment System (SOES). SOES is a web-based system available through My Navy Portal that allows Sailors to validate or change SGLI or Family SGLI (FSGLI) coverage amounts and beneficiaries quickly and easily without using paper forms. SOES is available 24 hours a day and provides detailed guidance to Sailors that enables them to make informed decisions on their life insurance policy elections.</p> <p>Refer to Legacy Page 2, RED/DA, SGLI and/or FSGLI SOP, as required.</p> <p>Legacy Page 2 SOP: https://mpte.navy.deps.mil/sites/npc/pers2/Personnel%20Services/Page%202%20SOP.aspx</p> <p>RED/DA SOP: https://mpte.navy.deps.mil/sites/npc/pers2/Lists/Standard%20Operating%20Procedures/PersonnelSOPs.aspx</p> <p>SGLI SOP: https://mpte.navy.deps.mil/sites/npc/pers2/Personnel%20Services/SGLI%20SOP.aspx</p> <p>FSGLI SOP: https://mpte.navy.deps.mil/sites/npc/pers2/Personnel%20Services/FSGLI%20SOP.aspx</p>

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
11.9	Send documents to supervisor/lead for review	Clerk	<p>Clerk sends documents to supervisor/lead for review.</p> <p>Package contents should include the following:</p> <ul style="list-style-type: none"> • Completed DD214 (Certificate of Release or Discharge from Active Duty) • NSIPS Separation Travel Orders • Separation NAVPERS 1070/613s (Administrative Remarks), if applicable • Updated NAVPERS 1070/602 (Dependency Application), if applicable • Updated SGLV 8286 (SGLI Election and Certificate), if applicable • Updated SGLV 8286A (Family Coverage Election and Certificate), if applicable • Any applicable supporting documentation submitted by the Service Member for supervisor to use in cross-checking accuracy of information in all documents
11.10	Forward documents to CPPA for Service Member's review and signature	Clerk	<p>Clerk forwards documents to Command Pay and Personnel Administrator (CPPA) for Service Member's review and signature (or arranges for Service Member to review and sign documents).</p> <ul style="list-style-type: none"> • Completed DD214 (Certificate of Release or Discharge from Active Duty) • Separation Travel Orders • Separation NAVPERS 1070/613s (Administrative Remarks), if applicable • Updated NAVPERS 1070/602 (Dependency Application), if applicable • Updated SGLV 8286 (SGLI Election and Certificate), if applicable • Updated SGLV 8286A, (Family Coverage Election and Certificate), if applicable

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			Note: Electronic signature on DD214 is not authorized. Service Member will sign DD214 upon checkout with PSD.
11.11	Review and sign documentation	Service Member	Service Member reviews and signs documentation. Completed DD214 (Certificate of Release or Discharge from Active Duty) will be signed upon checkout.
11.12	Submit reviewed and signed documentation to PSD	CPPA	CPPA submits reviewed and signed documentation to PSD. CPPA also provides a final Separation Eval/FITREP with this TOPS transaction to support RE code entry for DD214.
12	Process entitlements/ deductions and Strength Loss	Clerk/Supervisor	Process entitlements/deductions and Strength Loss in NSIPS.
12.1	Review and process entitlements/ deductions	Clerk	Clerk reviews and processes all open entitlements/deductions in MMPA. Important Internal Control Action: MMPA verification steps within this SOP reflect important internal control actions that cannot be over-emphasized. This applies to the entire transaction process from its initiation and authorization through the final verification of the proper processing of the transaction in summary records. These particular SOP process steps are built-in management design control activities to ensure that all transactions are properly completed and accurately recorded. Stop all special pay the day before leave or PTDY commences in accordance with DoD FMR. SDAP, Career Sea Pay, and Career Sea Pay Premium must be stopped the day prior to going on leave or PTDY. If no separation leave or PTDY involved, stop pay effective the day prior to separation date. Refer to Pay Process SOPs as required: https://mpte.navy.deps.mil/sites/npc/pers2/Lists/Standard%20Operating%20Procedures/PaySOPs.aspx

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>Note: Entitlements/deductions vary per Service Member. Process entitlements/deductions, as required.</p> <p>For single Service Members drawing partial BAH, change BAH entitlement to BAH Single based on PDS rate. Refer to BAH SOP, as required https://mppte.navy.deps.mil/sites/npc/pers2/PayEntitlement%20Services/BAH%20SOP.aspx</p> <p>If there is an open Meal Deduction, process Stop Meal Collection effective the day before separation leave or PTDY starts. If no separation leave or PTDY involved, stop effective the day prior to separation date (MPA 04/09 refers).</p> <p>Refer to Meal Deduction SOP as required: https://mppte.navy.deps.mil/sites/npc/pers2/PayEntitlement%20Services/Meal%20Deduction%20SOP.aspx</p>
12.2	Process Separation Leave, if required	Clerk	<p>Clerk processes Separation Leave, if required.</p> <p>Commands process separation leave (E-Leave) unless command is serviced by an Afloat PSD or Service Member has returned from overseas for separation processing and has an open Hostile Fire/Imminent Danger Pay (HF/IDP) entitlement (FID 23), then command needs to submit a paper copy NAVCOMPT 3065 for PSD to process separation leave.</p> <p>If open Hostile Fire/Imminent Danger Pay (HF/IDP) entitlement, Separation leave needs to be processed as annual leave (Type "A") vice separation leave (Type "P") otherwise SB transaction will reject.</p> <p>Refer to PPIB 11-04 and Leave Processing in lieu of E-Leave SOP, if required. https://mppte.navy.deps.mil/sites/npc/pers2/Personnel%20Services/Leave%20SOP.aspx.</p>

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
12.3	Prepare Strength Loss (E503) in NSIPS	Clerk	Clerk prepares Strength Loss Transaction (E503) within 120 days of retirement date.
12.4	Prepare transportation/travel documents	Clerk	Clerk prepares transportation/travel documents.
12.4.1	Are flight arrangements needed?	Clerk	Are flight arrangements needed for Service Member and/or family members? If Yes, go to 12.4.2. If No, go to 12.5
12.4.2	Review and verify PRR and DD884, if applicable	Clerk	Clerk reviews and verifies Passenger Reservation Request (PRR), NPPSC Form 4650/1, and DD884, if applicable.
12.5	Receive reviewed/signed documents	Clerk	Clerk receives reviewed/signed documents. <ul style="list-style-type: none"> • Completed DD214 (Certificate of Release or Discharge from Active Duty) • Final Separation Eval/FITREP • NSIPS Separation Travel Orders • Separation NAVPERS 1070/613s (Administrative Remarks), if applicable • Updated NAVPERS 1070/602 (Dependency Application), if applicable • Updated SGLV 8286 (SGLI Election and Certificate), if applicable • Updated SGLV 8286A (Family Coverage Election and Certificate), if applicable <p>Completed DD214 (Certificate of Release or Discharge from Active Duty) will be signed upon checkout.</p>

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
12.6	Check documents for accuracy/ completeness	Clerk	<p>Clerk checks required documents for accuracy and completeness IAW NPPSC 1900/2 Separations Checklist.</p> <p>If any corrections are required, repeat applicable steps as required.</p>
12.7	Amend Service Member's DD214, as applicable	Clerk	Clerk amends Service Member's DD214 to reflect edits, as applicable.
12.8	Send package to supervisor/lead for audit and release	Clerk	<p>Clerk sends package to supervisor/lead for audit and release.</p> <ul style="list-style-type: none"> • NPPSC 1900/2 Separations Checklist • Copy of signed Separation Letter (Enlisted only), if applicable • Separation Travel Orders (Enlisted) or Separation Orders (Officers) • Completed DD214 (Certificate of Release or Discharge from Active Duty) • Completed NPPSC 1900/1 Separation Questionnaire • DD214 (Worksheet) • Prior DD214s (Certificates of Release or Discharge from Active Duty) and all supporting documentation • NSIPS Strength Loss (E503) • Entitlement/Deduction Transactions • Copy of Approved NAVCOMPT 3065 (E-Leave Request/Authorization) or Copy of Approved (Paper Copy NAVCOMPT 3065 (Leave Request/Authorization) for Separation Leave • Copy of Approved Permissive Temporary Duty (PTDY) Authorization for Job/House Hunting Orders • NAVPERS 1070/613s (Administrative Remarks), as applicable, for example: • Special Leave Accrual/Leave Carry Over (NAVADMIN 163/12), USNR only • ISP "Agreement to Serve"

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<ul style="list-style-type: none"> • Updated NAVPERS 1070/602 (Dependency Application) • SGLV 8286 (SGLI Election and Certificate), if applicable • SGLV 8286A (Family Coverage Election and Certificate), if applicable • Completed Travel Documents: <ul style="list-style-type: none"> ○ Completed Passenger Reservation Request (PRR), NPPSC Form 4650/1 ○ Completed DD884 (Application for Transportation for Dependents) • Copy of NAVPERS 7041/1 (PCS Travel), only if hardcopy NAVPERS 7041/1 was prepared, otherwise verify completion in Service Member's NSIPS ESR • Signed DD2648 eForm Note: PSD Clerk verifies/writes Service Member's SSN in the upper left corner of the pdf version of the DD 2648 eForm • Individual Ready Reserve (IRR) Registration Certificate from My Navy Portal (MNP) • Signed Reserve Contract • Copy of Joint Service Transcript (JST) and/or Verification of Military Experience and Training (VMET)
12.9	Mark TOPS transaction "For Review"	Clerk	Clerk marks TOPS transaction "For Review" by supervisor.
12.10	Conduct review/audit of Separation package	Supervisor	Supervisor/lead conducts review/audit of Separation package: <ul style="list-style-type: none"> • Verifies completeness and accuracy • Provides signature, where applicable
12.11	Release all documents in NSIPS	Supervisor	Supervisor releases all documents in NSIPS. The Pay Supervisor will be required to close out the Electronic Service Record (ESR) as part of the Reenlistment and Strength Loss approval process

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>Note: Active Duty Personnel Supervisors will no longer be able to act as final approval authority for Reenlistments, Extensions, Conversion/Reversion, Gain Functional Identification Numbers (FIDS), Legal, Casualty Losses, Allotments, Special Duty Assignment Pay (SDAP), Service Dates, and Retain in Service. Once an Active Duty Personnel Supervisor approves the transaction, they will be required to route to a Pay Clerk or Pay Supervisor. The Pay Supervisor will be the final approval authority.</p> <p>If a current Active Duty Personnel Supervisor does not have a Pay Clerk or Pay Supervisor as the next Role in the workflow routing chain, they will receive the following error: <i>"To comply with DoD FMR, Volume 5 (Separation of Duties), this transaction must be approved by a Pay Supervisor. Please add a Pay Clerk and/or Pay Supervisor to your Personnel Supervisor Account."</i> When the Active Duty Personnel Supervisor clicks OK to clear this message, they will receive the normal Route to Operator where they can enter the Operator ID of a Pay Clerk or Pay Supervisor.</p> <p>Documents consist of the following, as applicable and must be done in this sequence for accuracy and to avoid rejects:</p> <ul style="list-style-type: none"> • Verify ESR entries and NAVPERS 1070/613 • Stop/Start miscellaneous pays • Start Leave • Strength Loss <p>Caution: If the Service Member is authorized OHA/OCOLA, then processing separation leave will terminate OHA/OCOLA so the separation leave will need to be processed as regular leave versus separation leave.</p>
12.11.1	Did entitlements/ deductions post?	Clerk	<p>Did entitlements/deductions post?</p> <p>Important Internal Control Action: MMPA verification steps within this SOP reflect important internal control actions that cannot be over-emphasized. This applies to the entire transaction process from its initiation and authorization through the final verification of the proper processing of the</p>

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>transaction in summary records. These particular SOP process steps are built-in management design control activities to ensure that all transactions are properly completed and accurately recorded.</p> <p>Check NSIPS/MMPA 24 hours after release.</p> <p>If No, go to 12.11.4. If Yes, go to 12.11.2.</p>
12.11.2	Did leave transaction post?	Clerk	<p>Did leave transaction post?</p> <p>Important Internal Control Action: MMPA verification steps within this SOP reflect important internal control actions that cannot be over-emphasized. This applies to the entire transaction process from its initiation and authorization through the final verification of the proper processing of the transaction in summary records. These particular SOP process steps are built-in management design control activities to ensure that all transactions are properly completed and accurately recorded.</p> <p>Check NSIPS/MMPA 24 hours after release.</p> <p>If No, go to 12.11.4. If Yes, go to 12.11.3.</p>
12.11.3	Did Strength Loss (E503) post in MMPA?	Clerk	<p>Did Strength Loss (E503) post in MMPA?</p> <p>Important Internal Control Action: MMPA verification steps within this SOP reflect important internal control actions that cannot be over-emphasized. This applies to the entire transaction process from its initiation and authorization through the final verification of the proper processing of the transaction in summary records. These particular SOP process steps are built-in management design control activities to ensure that all transactions are properly completed and accurately recorded. Check NSIPS/MMPA 24 hours after release.</p>

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>Verify NT and N7 to check for rejects or recycles. If it is more than 10 days before the Loss date, only N7 will post to MMPA.</p> <p>An E503 transaction readies the pay account for the approaching separation date and triggers separation related management notices to the separation activity. Input transactions continue to process against the pay account after an E503 transaction is submitted.</p> <p>A rejected E503 transaction causes an NN entry to be created on the Service Member's MMPA. The NN entry reflects the exact original E5 input. The reject must be resolved in a timely manner to complete the separation process. Processing an E506-CANCEL FINAL SEPARATION transaction will remove the NN entry.</p> <p>The E503 transaction triggers a pending separation on the MMPA which provides notices to the field giving projected bonus recoupment and excess leave recoupment information. It re-computes existing debt amounts for collection prior to date of separation and gives projected separation debt information.</p> <p>If No, go to 12.11.4. If Yes, go to 12.12.</p>
12.11.4	Determine reason for posting delay	Clerk/Supervisor	<p>Determine reason for posting delay.</p> <ol style="list-style-type: none"> 1. Check message status inquiry in NSIPS for error code 2. Research reason for error in NSIPS <ul style="list-style-type: none"> • If error is correctable, correct and resubmit • If error is not correctable, submit NSIPS trouble ticket or open DWOWS transaction to DFAS <p>Go to 12.11.1.</p>
12.12	Verify the number of leave sell-back days	Clerk	Clerk verifies the number of leave sell-back days from NT line in MMPA (JJAA).

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			If required, verify that the number of leave sell-back days is documented in Block #16 of the DD214 (Certificate of Release or Discharge from Active Duty).
13	Review and approve PRR and DD884	Supervisor	Supervisor reviews and approves PRR and DD884. Following approval, clerk submits Passenger Reservation Request (PRR) and DD884 (Application for Transportation for Dependents) to Navy Passenger Transportation Office (NAVPTO), as required.
14	Process Application for Transfer and Advances, at, if applicable	Clerk	Travel clerk processes Application for Transfer and Advances, if applicable Refer to MPA 19/19 and PPIB 19-15. Effective immediately, travel advances for separation or retirement are no longer authorized except for instances with extenuating circumstances (for example, financial hardship). Refer to Travel Advance SOP at: https://mppte.navy.deps.mil/sites/npc/pers2/PayEntitlement%20Services/Travel%20Advance%20SOP.aspx Refer to NPPSC 1300/1, Application for Transfer and Advances, at: http://www.public.navy.mil/bupers-npc/reference/forms/Pages/NPPSCForms.aspx
15	Process final Separation Payment	Clerk/Supervisor/ DDO	Process final Separation Payment.
15.1	Notify DFAS-CL of SLA, if required	Clerk	Clerk notifies DFAS-CL of Special Leave Accrual (SLA), if required. The separating PSD will advise DFAS-CL the number of days being carried over via the Defense Workload Operations Web System (DWOWS). In DWOWS for SLA identification purposes, along with the normal data fields, ensure appropriate fields are completed based on type of funds Service Member is being paid. MPA 07/12 and NAVADMIN 163/12 refers.

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
15.2	Prepare Separation Worksheet for final pay	Clerk	<p>Clerk prepares Separation Worksheet for final pay 1-3 days prior to separation date to maximize accuracy</p> <p>Note: Per MPA 39/16 the automated Separation Worksheet can now be saved as either a pdf or saved directly to the DFAS Military Repository (DMR) server. When the spreadsheet is saved to the DMR server, DFAS will not require a pdf copy of the worksheet to be sent through DWOWS.</p> <p>Refer to PPIB 16-03, Mandatory Usage of the Defense Finance and Accounting Service (DFAS) Automated Separation Worksheet for all Future Separations, as required.</p> <p>The Automated Separation Worksheet is a new tool developed by DFAS and effective February 16, 2016, the Automated Separation Worksheet will be mandatory and will be the only authorized mechanism to be considered for computing and documenting separation payments for separating Service Members.</p> <p>The automated worksheet is located in the resource section of the DFAS MILPAY Repository (DMR). The Automated Separation Worksheet computes Service Member's Separation Pay by extracting data from DJMS using the Service Member's SSN as well as data obtained at the local level, e.g., Separation Designator Code and the type of discharge input on the separation worksheet.</p> <p>The creation of the Automated Separation Worksheet also eliminates the need to utilize the DJMS (What-If) Functionality as those types of calculations can also be performed within the Automated Separation Worksheet process.</p> <p>The Automated Worksheet also allows the user to download, print and save the worksheet as a pdf file. The Automated Separation Worksheet does not change any current policies on the submission of separation worksheets through DWOWS.</p> <p>Enter verb JJAA in MMPA and check the following:</p> <ul style="list-style-type: none"> • NT line • All D screens (close out any open items)

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<ul style="list-style-type: none"> • A screen - Allotments • F screen - All Taxes • H screen - Held Pay (garnishment of wages and split pay options) • P screen - Pay • Check Indebtedness • Verify all Special Pays have been stopped in accordance with DoD FMR • Verify all deductions from any disciplinary actions(s) have transpired • Verify the number of leave days paid and ensure leave days are documented in Block #16 of DD214 <p>Important Internal Control Action: MMPA verification steps within this SOP reflect important internal control actions that cannot be over-emphasized. This applies to the entire transaction process from its initiation and authorization through the final verification of the proper processing of the transaction in summary records. These particular SOP process steps are built-in management design control activities to ensure that all transactions are properly completed and accurately recorded.</p> <p>Note: In the event of Special Leave Accrual/Leave Carry Over, the Separation Activity or command responsible for processing the Separation must ensure the Separation Payment Worksheet, Page 13 (via NSIPS), and Separation Payment reflect leave being carried forward and not sold. MPA 07/12 and NAVADMIN 163/12 refers.</p>
15.3	Is Service Member overpaid?	Clerk	<p>Is Service Member overpaid?</p> <p>If Yes, go to 15.5. If No, go to 15.4.</p>
15.4	Input final Separation payment	Clerk	<p>Clerk inputs final Separation payment on MMPA using JPBB verb and enters amount based upon computation from the Separation Worksheet.</p> <p>Note: If Service Member is overpaid, make no additional payment.</p>

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
15.5	Send Separation Worksheet package to DDO for review/approval and release of final payment	MILPAY	<p>MILPAY prepares final separation worksheet package and send to DDO for review/approval and release of final payment. Package includes:</p> <ul style="list-style-type: none"> • DD214 • Separation Orders (Officers) or Separation Travel Orders (Enlisted) • JPBB print-out
15.6	Is Service Member overpaid?	DDO	<p>Is Service Member overpaid?</p> <p>If Yes, go to 15.7.</p> <p>If No, go to 15.8.</p>
15.7	Send a copy of the Final Separation Worksheet to DFAS via DWOWS for debt collection	Supervisor/MILPAY	<p>MILPAY sends a copy of the Final Separation Worksheet to DFAS via DWOWS vice Supervisor/DDO (per NPPSC 1900/2 Separations Checklist)</p> <p>Note: Per MPA 39/16 the automated Separation Worksheet can now be saved as either a pdf or saved directly to the DFAS Military Repository (DMR) server. When the spreadsheet is saved to the DMR server, DFAS will not require a pdf copy of the worksheet to be sent through DWOWS.</p> <p>Retain Final Separation Pay Worksheet.</p> <p>If TRIM has been implemented refer to BUPERSINST 5210.8 (Series) "Implementation of the Total Record Information Management Application as the Electronic Records Management Solution within the Bureau of Naval Personnel" and PPIB 17-05 and PPIB 17-11 for Retain file electronic archiving procedures, otherwise manually archive Retain file.</p> <p>Important Document Retention Action: IAW Department of the Navy Memo dated 29 January 2015 "Revised Document Retention Requirements to Support Department of the Navy Financial Statement Audits" PPIB 15-17, Revised Document Retention Requirements to Support the Department of the Navy Financial Statement Audits, and NAVADMIN 66/16 Navy Audit Document Retention Guidance, financial record retention requirements are now ten years.</p>

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			Go to 16.
15.8	Release final payment	DDO	<p>DDO releases final payment via verb JPBX in MMPA.</p> <p>DDO needs to annotate Disbursing Voucher (DOV) # and Date of Payment on his/her final Separation Payment Worksheet.</p> <p>Retain Final Separation Pay Worksheet.</p> <p>If TRIM has been implemented refer to BUPERSINST 5210.8 (Series) "Implementation of the Total Record Information Management Application as the Electronic Records Management Solution within the Bureau of Naval Personnel" and PPIB 17-05 and PPIB 17-11 for Retain file electronic archiving procedures, otherwise manually archive Retain file.</p> <p>Important Document Retention Action: IAW Department of the Navy Memo dated 29 January 2015 "Revised Document Retention Requirements to Support Department of the Navy Financial Statement Audits" PPIB 15-17, Revised Document Retention Requirements to Support the Department of the Navy Financial Statement Audits, and NAVADMIN 66/16 Navy Audit Document Retention Guidance, financial record retention requirements are now ten years</p> <p>Note: Any Involuntary Separation Pay (ISP) or severance payment would have already been annotated on Block #18 of DD214.</p>
15.9	Did payment post in MMPA?	Clerk	<p>Did payment post in MMPA?</p> <p>Important Internal Control Action: MMPA verification steps within this SOP reflect important internal control actions that cannot be over-emphasized. This applies to the entire transaction process from its initiation and authorization through the final verification of the proper processing of the transaction in summary records. These particular SOP process steps are built-in management design control activities to ensure that all transactions are properly completed and accurately recorded.</p>

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<ul style="list-style-type: none"> Enter verb RPHA to verify payment posted to Service Member's account (72 hours later) Enter verb JJAA to verify no changes to the NT line <p>If No, go to 15.10. If Yes, go to 16.</p>
15.10	Research error	Clerk/DDO	<p>Clerk researches error with Deputy Disbursing Officer and/or contacts DFAS for resolution.</p> <p>Go to 15.9.</p>
16	Finalize Service Member's Separation package and distribute documents, as required	Clerk/Supervisor/Service Member	Finalize Service Member's Separation package and distribute documents, as required.
16.1	Complete final command Separation documentation	Service Member	Service Member completes final command Separation documentation.
16.1.1	Obtain Separation Evaluation	Service Member	Service Member obtains Separation Evaluation.
16.1.2	Obtain signed Security Termination Statement	Service Member	Service Member obtains signed Security Termination Statement, OPNAV 5511/14, from Command Security Manager.
16.1.3	Complete Command/Installation Checkout Sheet	Service Member	<p>Service Member completes Command/Installation Checkout Sheet.</p> <p>Ensure Housing Office Checkout memo is completed as part of Command/Installation Checkout Sheet.</p>
16.2	Receive signed/finalized documents from Service Member	Clerk	<p>Clerk receives signed/finalized documents from Service Member.</p> <p>Service Member will sign previously reviewed DD214 at this time.</p> <ul style="list-style-type: none"> Copy of Completed Command/Installation Checkout Sheet

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<ul style="list-style-type: none"> Copy of NAVPERS 1616/26 (Evaluation Report and Counseling Record (E1-E6)) or NAVPERS 1616/27 (Evaluation and Counseling Record (E7-E9))
16.3	Verify submission of NAVPERS 7041/1 (PCS Travel)	Clerk	<p>Clerk verifies submission of NAVPERS 7041/1 (PCS Travel).</p> <p>Refer to PPIB 12-16 for PCS travel completion and submission procedures.</p> <p>Verify Service Member completed NAVPERS 7041/1 (PCS Travel) electronically through NSIPS ESR. If Service Member manually completed form, mail to address indicated on reverse.</p>
16.4	Provide documentation to Service Member	Clerk	<p>Clerk provides documentation to Service Member on day of PTDY, terminal leave, or separation.</p> <p>Documentation includes:</p> <ul style="list-style-type: none"> Copies 1 and 4 of DD214 (Certificate of Release or Discharge from Active Duty) Original Separation Orders Copy of NAVPERS 1070/602 (Dependency Application), if applicable Copy of SGLV 8286 (SGLI Election and Certificate), if applicable Copy of SGLV 8286A (Family Coverage Election and Certificate), if applicable Copy of DD 2648 eForm DD(s) 1351-2/2C (Travel Voucher or Subvoucher) (with pre-addressed return envelopes)
16.5	Mark TOPS transaction as "Completed"	Supervisor	Supervisor marks TOPS transaction as "Completed".
16.6	Submit Separation Orders to PCS Variance Component Cleveland	Clerk	<p>Clerk submits Separation Orders to PCS Variance Component Cleveland.</p> <p>Note: Navy Standard Integrated Personnel System (NSIPS) order writing module, is utilized to generate all orders authorizing Permanent Change of</p>

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			Station (PCS) transfer of Service Members for unit moves, unit's decommissioning, Base Realignment and Closure (BRAC) moves, overseas tour extension incentive program, and enlisted separation and retirements. All other PCS orders will be written by Commander, Navy Personnel Command (CNPC) (appropriate detailee). Separation orders are transmitted electronically (with accounting data) to PCS Variance Component Cleveland at: NavyPCSorders@navy.mil .
17	Complete Separation processing	Clerk/Supervisor	Complete Separation processing.
17.1	Complete final review of Separation package	Supervisor	Supervisor completes final review of Separation package IAW NPPSC 1900/2 Separations Checklist. Note: Unverified forms (within the Service Member's ESR) will not be transmitted to the Service Member's OMPF.
17.2	Closeout Service Record	Clerk	Clerk closes out Service Record, only if required. Login to NSIPS. Select Electronic Service Record > Closeout Member Record > Electronic Service Record > Use. Enter Service Member's SSN. <ul style="list-style-type: none"> • Select End of Service (Closeout date will auto populate with current date) • Select Training Closeout dates • Select Awards Closeout dates • Select Closeout Records and Print Forms <p>Note 1: The NSIPS Record Closeout Process was automated by NSIPS Release 1.4.7.0 on 24 September 2016. As a result of that software change, record closeouts done in NSIPS Web no longer require that closeout forms be printed and submitted by US mail or Electronic Submission (e-Sub). The Awards Record (NAVPERS 1070/880), Training, Education and Qualification History (NAVPERS 1070/881), History of Assignments (NAVPERS 1070/605) and Member Data Summary (NAVPERS 1070/886) forms are electronically forwarded as necessary by the appropriate closeout process, either separation or reenlistment. NSIPS</p>

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>now automatically forwards these documents electronically to the Electronic Military Personnel Record System (EMPRS) for entry into the Official Military Personnel File (OMPF) when the member record is verified and closed out in NSIPS.</p> <p>Note 2: Those ships that are processing member records onboard via NSIPS Web Afloat should continue to mail or e-Sub these records until such time as the fully automated capability is delivered to the ship NSIPS server.</p>
17.3	Submit signed documents to NPC, as required	Clerk	<p>Clerk submits signed DD214, DD 2648 eForm, NAVPERS 1070/602 (Dependency Application), NAVPERS 1070/613s (Administrative Remarks), SGLI, and FSGLI to NPC, as required.</p> <p>Refer to PPIB 18-13, as required</p> <p>PSD Clerk verifies/writes Service Member's SSN in the upper left corner of the pdf version of the DD 2648 eForm, only if required</p> <p>Note 1: E-Sub entry date must match DD 214, block 12b date and, DD 214 must be E-Subbed to the OMPF no later than one day following the DD 214, block 12b date. Refer to BUPERSINST 1900.8 series.</p> <p>Note 2: Signed Immediate Reenlistment Contracts, Extensions, Agreement to Remain on Active Duty, and permanent Administrative Remarks documents continue to be manually forwarded to EMPRS via US mail or e-Sub.</p> <p>Note 3: If the reenlistment or separation closeout is done in Web NSIPS and the activity also submits by mail or e-Sub, that will cause duplicates.</p> <p>Note 4: Those ships that are processing member records onboard via NSIPS Web Afloat should continue to mail or e-Sub these records until</p>

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			such time as the fully automated capability is delivered to the ship NSIPS server.
17.4	Compile and archive Retain File	Clerk	<p>Clerk compiles and archives Retain File (* as applicable):</p> <p>Important Document Retention Action: IAW Department of the Navy Memo dated 29 January 2015 "Revised Document Retention Requirements to Support Department of the Navy Financial Statement Audits" PPIB 15-17, Revised Document Retention Requirements to Support the Department of the Navy Financial Statement Audits, and NAVADMIN 66/16 Navy Audit Document Retention Guidance, financial record retention requirements are now ten years.</p> <p>If TRIM has been implemented refer to BUPERSINST 5210.8 (Series) "Implementation of the Total Record Information Management Application as the Electronic Records Management Solution within the Bureau of Naval Personnel" and PPIB 17-05 and PPIB 17-11 for Retain file electronic archiving procedures, otherwise manually archive Retain file.</p> <p>Separations Retain File may contain the following, as applicable:</p> <ul style="list-style-type: none"> • Copy of Completed Command/Installation Checkout Sheet • Completed NPPSC 1900/2 Separations Checklist • Copy 8 of DD214 (Certificate of Release or Discharge from Active Duty) • Copy of Original Separation Orders with email confirming receipt of orders from NavyPCSOders • * Copy of signed ADSEP letter • * Copy of Approved NAVCOMPT 3065 (E-Leave Request/Authorization) for Separation Leave • * Copy of Approved Permissive Temporary Duty (PTDY) Authorization for Job/House Hunting Orders • Separation Evaluation • Copies of all NAVPERS 1070/613s (Administrative Remarks)

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<ul style="list-style-type: none"> Signed DD 2648 eForm Completed NPPSC 1900/1 Separation Questionnaire Separation Pay Worksheet Copy of NSIPS Strength Loss (E503) * Reserve Contract (ISP recipients only), including Administrative Remarks
17.5	Distribute remaining DD214 copies	Clerk	<p>Clerk distributes remaining DD214 copies to appropriate agencies IAW BUPERSINST 1900.8 (Series).</p> <p>Note: PPIB 18-13 announced the utilization of eDD-214 functionality for NSIPS Web activities. This functionality allows the Separations Clerk to initiate the eDD-214 electronically within the NSIPS R&S module, and then electronically route to the member for verification to make sure all information is correct. After member's verification, the data will be transmitted to BUPERS Online (BOL) Document Services in order for the member and the Approving Official to digitally sign the document. All DD-214s initiated on or after 16 July 2018 will be processed utilizing the eDD-214 module within NSIPS. All personnel assigned to shore commands with access to NSIPS web and supported by PSD can now use this functionality when processing their separation or release from active duty. Commands supported by PSD Afloat will utilize this functionality as long as they have access to NSIPS web. NSIPS Web-Afloat implementation timeline is dependent on the ship maintenance process and projected to be available for deployment Feb 2019. Directions for using the eDD-214 functionality is posted on the NSIPS main page, beneath the Training section titled User Productivity Kit (UPK). In the UPK section, select RnS Training then DD214.</p> <p>Important Note: When processing legacy DD 214's, DO NOT MAIL Copy 3 to the VA anymore. Discard Copy 3 IAW Personal Identifiable Information (PII) regulations. If DD 214 data is required by the VA Office, they can access the member's Official Military Personnel File (OMPF) via Defense Personnel Records Information Retrieval System (DIPRIS) to retrieve the data they require. To immediately update member's record, submit Copy 2</p>

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			(OMPF copy) to PERS-312 as soon as the Legacy DD 214 is prepared, signed and distributed.
17.6	Verify Strength Loss posted in MMPA five days after separation	Supervisor	<p>Supervisor verifies Strength Loss posted five days after separation.</p> <p>Effective 1 July 2011, commands using shore based NSIPSWEB (Ver. 1.3.3) will no longer need to submit the second Strength Loss transaction. The second Strength Loss transaction will be automatically released by NSIPS three working days after the actual Separation date. The three day delay will allow the Separation clerk time to make any necessary corrections.</p> <p>Important Internal Control Action: MMPA verification steps within this SOP reflect important internal control actions that cannot be over-emphasized. This applies to the entire transaction process from its initiation and authorization through the final verification of the proper processing of the transaction in summary records. These particular SOP process steps are built-in management design control activities to ensure that all transactions are properly completed and accurately recorded.</p> <p>Verify Strength Loss posted in MMPA LOPG/L0OG. If Strength Loss did not post, supervisor contacts NSIPS for resolution.</p> <p>Verify "T" Status on SA screen in MMPA JJAA. If "T" status did not post, supervisor contacts DFAS for resolution.</p> <p>If PSD was required to process separation leave as regular leave, due to leave reject or open FID 23, then verification of Strength Loss posting will be one day after Strength Loss is released.</p> <p>Check MMPA LOPG/L0OG and MMPA JJAA after one update cycle, but wait two update cycles before taking corrective action.</p>
17.7	Did Service Member's account go to "V" status in MMPA/JJAA?	Supervisor	Did Service Member's account go to "V" status in MMPA/JJAA?

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>Important Internal Control Action: MMPA verification steps within this SOP reflect important internal control actions that cannot be over-emphasized. This applies to the entire transaction process from its initiation and authorization through the final verification of the proper processing of the transaction in summary records. These particular SOP process steps are built-in management design control activities to ensure that all transactions are properly completed and accurately recorded.</p> <p>20 days after Separation date, enter verb JJAA and verify Service Member's "V" status reflects in SA.</p> <p>If No, go to 17.8. If Yes, go to Stop</p>
17.8	Contact DFAS for resolution	Supervisor	<p>Supervisor contacts DFAS for resolution.</p> <p>Refer to MPA 03/15, Navy Field Separation Requests to DFAS Offices, for additional documentation and submission requirements regarding closed "V" status DJMS-AC accounts</p> <p>Go to 17.7.</p>
STOP			